

REMOTE WORK POLICY

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.8 Remote Work

III. Policy Statement:

GRCC recognizes the increasing challenges in finding new and better ways of serving students, other customers and meeting GRCC's goals. GRCC may permit individual remote work arrangements where appropriate to promote efficient and effective work and to support the changing needs of both employees and customers.

The majority of our employees will work on campus to meet the needs of our students, faculty and staff and community. There may, however, be situations where it is advantageous and appropriate for an employee to work remotely. This policy addresses employee or supervisor requests to incorporate a remote work arrangement for one or more days per week as part of a consistent work schedule.

This policy does not address the occasional need to work remotely. Immediate supervisors maintain the responsibility of approving the occasional remote work situations

Not all positions will be amenable to remote work arrangements. Consideration of remote work schedules will be reviewed on a case-by-case basis considering the departmental needs, benefit to the College and the employee's ability to maintain a high level of service. GRCC expects that implementation of remote work arrangements will enhance the quantity, quality, and productivity of the employee's level of service and enhance the College's ability to serve the community.

A remote work arrangement must be authorized in advance by an executive budget control officer.

This policy is not intended to supersede any remote working provisions contained in current labor contracts.

IV. Reason for the Policy:

It is important the employee requests to work remotely are addressed in a consistent manner.

V. Entities Affected by this Policy

All employees

VI. Who Should Read this Policy

Employees

VII. Related Documents

Remote Work Request and Agreement Form
FMLA Policy
Union Contracts
Meet and Confer Handbook

VIII. Contacts

Policy Owner: Executive Director of Human Resources

IX. Definitions

- A. Remote work: An arrangement where employees perform job duties at an alternate location, such as a home office. Remote work is distinct from remote service, where services are provided virtually to various GRCC stakeholders; remote service is not addressed by this policy. Remote work uses technology to connect with the campus community. We anticipate that remote work will be performed within the state of Michigan for tax compliance. Rare exceptions may be discussed and reviewed in advance by the EBCO and Executive Director of Human Resources.
- B. Executive Budget Control Officer: Remote work requests must be approved by supervisors, and the next level of supervisor(s) up to and including the executive budget control officer (EBCO). The EBCO are members of the President's executive leadership team.
- C. Occasional Remote Work: For purposes of this policy, occasional is defined as a singular day or number of days where an employee may work remotely to accomplish a specific work task or meet a specific, one time need. If remote work needs exceed 10 working

days in any fiscal year, the arrangement must be treated as “Remote work” under this policy and is subject to EBCO approval.

X. Procedures

A. Guidelines for Remote Work:

Not all positions are suitable for remote work. Supervisors must consider the following in evaluating a request for remote work authorization:

1. Positions have tasks which are portable and can be performed away from the main worksite;
2. Employee demonstrates satisfactory performance and attendance;
3. Employee does not need close supervision;
4. Employee is able to work independently and has the desire to be successful in a remote environment;
5. Employee possesses appropriate communication skills;
6. Employee possesses a high degree of skill and knowledge of the job;
7. Employee is computer literate and has a designated space at the off-site location;
8. Work of the employee can be monitored with quantifiable tasks, quantity, and quality measures;
9. Excellent level of service can be maintained without hardship on customers, co-workers, the department’s operations and other employees.
10. There are sufficient resources available for the work unit to support requests for remote work; and
11. Remote work arrangement may be a key factor in securing a desirable candidate.
12. The Supervisor or EBCO may deny or rescind a remote work arrangement based on individual work history or other institutional priorities.

B. Process for initiating a Remote Work review:

1. Either an employee or supervisor may identify the need or opportunity for remote work. Together they assess whether work can be performed remotely and determine whether remote work is appropriate and will be pursued.

2. An employee prepares an initial draft of the remote work request and agreement form and discusses details and implications with the supervisor.
3. Employees will be expected to ensure the confidentiality and security of all GRCC data accessed from or transported to the remote work site.
4. The remote work site should also be relatively free of distractions including demands on the employee's time and attention by dependents.
5. Human Resources is available to help departments/units or staff with questions or concerns including resolving matters of work-related injuries at the remote work site. GRCC reserves the right to inspect the alternative work site designated in the employee's remote work agreement.

- C. Remote work arrangements are discretionary based upon the operational needs of the department and must have the prior approval of the EBCO.
- D. The Remote Work Request and Agreement Form must be used. The form is reviewed and approved by the employee's direct supervisor and submitted to their supervisor, up to an including the EBCO.
- E. Remote Work Agreements should be reviewed on an annual basis. It is recommended that supervisors review the agreements at the end of each fiscal year during the performance evaluation process. Supervisors are responsible for keeping information regarding agreements for their departments. EBCO's may occasionally request information from supervisors regarding remote work.
- F. Remote arrangements may be modified or terminated for any reason as needed to ensure that the arrangement does not negatively impact the employee's or the unit's work quantity, quality, or productivity. An employee may not use GRCC's grievance procedures to grieve a decision on a request for a remote arrangement.
- G. All remote work must conform to Fair Labor Standards Act and other relevant laws including provisions related to overtime, record keeping, and meal breaks. Lunches and/or scheduled rest period are not eliminated when staff works a remote arrangement.
- H. Family medical leave may be a more appropriate option than remote work in certain cases. For more information, please see the Family Medical Leave Act policy and/or medical leave options in the appropriate union contract, Meet and Confer Handbook or contact Human Resources.
- I. Approved requests for remote work arrangements (form) will be forwarded to Human Resources and placed in the employee's personnel file. Anyone

with an approved arrangement should report their time in the “TC” column on the timesheet for payroll.

XI. Forms

[Remote Work Request and Agreement Form](#)

XII. Effective Date

July 1, 2021

XIII. Policy History

May, 2021 - new policy created

XIV. Next Review/Revision Date

July, 2023