

REMOTE WORK POLICY

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.8 Remote Work

III. Policy Statement

Grand Rapids Community College (GRCC) recognizes the importance of finding ways to respond to student and stakeholder needs, while taking into account input from College employees.

This policy will provide guidelines for regular remote work agreements covering regularly scheduled remote work, as well as occasional remote work opportunities for those employees not eligible for a more regular remote work schedule.

The College recognizes that the majority of GRCC employees will work on campus to meet the needs of students, faculty, staff and the campus community. There may, however, be situations where it is advantageous and appropriate for an employee to work remotely.

Immediate supervisors maintain the responsibility for approving regular remote agreements and occasional remote work.

Not all positions are eligible for regular remote work agreements. Whether a job is allowed to have a regular remote work agreement will be decided based on this Policy, and in consideration of departmental needs; benefit to the College; and the employee's ability to maintain a high level of service. GRCC expects that implementation of regular remote work agreements will enhance the employee's productivity, the quality of an employee's level of service, and the College's ability to serve the community.

This Policy shall not supersede any remote work provisions contained in current labor contracts.

IV. Reason for the Policy:

This policy has been created to provide structure and framework to allow for the consideration of both regular and occasional remote work opportunities for employees.

The policy will help provide consistency and equity as employee's remote work

requests are evaluated by supervisors

V. Entities Affected by this Policy

All employees

VI. Who Should Read this Policy

Employees

VII. Related Documents

Remote Work Request & Agreement Form

FERPA Policy

Collective Bargaining Agreements

Professional, Management and Administration (PMA) Handbook

VIII. Contacts

Policy Owner: Executive Director of Human Resources

IX. Definitions

Remote work: An employee performing job duties at an alternate location, such as a home office. Remote work uses technology to connect with the campus community. The College expects that remote work will be performed consistent with this Policy (and corresponding Policy Documents), unless authorized pursuant to another applicable College policy or procedure. Unless College approval has been provided, remote work must be performed within the state of Michigan.

- A. Regular Remote Work Agreement: An arrangement permitting an employee to work remotely pursuant to a defined schedule and the requirements of this Policy and the corresponding Policy Document. Employees engaging in regular remote work via a remote work agreement must indicate remote work when applicable on their bi weekly timesheet.
- B. Occasional Remote Work: An employee that does not have a regular remote work agreement or a regular recurring work from home day. Employees engaging in occasional remote work must indicate remote work on their bi-weekly timesheet. There are no specific restrictions on the number of occasional days available. Occasional remote work will be managed between the supervisor and the employee with accountability resting with the supervisor for tracking.

X. Procedures

- A. Guidelines for Remote Work:

Remote work agreements will be authorized by the College pursuant to the guidelines and requirements set forth in this Policy. Prior to entering into a remote work agreement with an individual employee. Remote work agreements will be considered following supervisor approval. Employees should note that not all departments may be able to permit remote work agreements and not all positions are suitable for remote work.

When an employee is not eligible for a regular remote work agreement or a supervisor is not able to grant such agreement due to departmental needs or scope of work employees may still have access to occasional remote work days.

Any employee working remotely, either with a Regular Remote Work Agreement or occasional remote work days shall adhere to the following guidelines:

1. The employee demonstrates satisfactory performance and attendance;
2. The employee does not require close supervision;
3. The employee is able to work independently and successfully in a remote work environment;
4. The employee possesses and demonstrates appropriate communication skills;
5. The employee possesses and demonstrates a high degree of knowledge and skill relating to the performance of their essential job functions;
6. The employee must ensure the confidentiality and security of all GRCC data accessed from or transported to the remote work site;
7. The employee is able to appropriately manage remote work technology and has a designated space at a remote work location;
8. A satisfactory level of service (including customer and/or student service) can be maintained through remote work without causing a hardship for students, co-workers, or College or departmental operations.
9. The employee must be able to focus on completing their work responsibilities; care-giving or performing non-College related functions during work time while working remotely will not be permitted.
10. Remote work may not be used in place of sick leave, leave under the Family and Medical Leave Act, or other types of leave available to an employee.

11. Cabinet level leadership positions are not eligible for a regular remote work agreement. These roles may only be approved for occasional remote work as needed.
12. Remote work agreements should be consistent and coordinated to maximize collaboration opportunities with peers and colleagues. Generally, employees working in student or staff support departments should be in the office four (4) or more days per week, allowing for up to one (1) day to work remotely. Employees in highly technical roles, and roles that do not provide regular direct services or involve front-facing positions, may work remotely for up to two (2) days per week on a regular schedule. Exceptions to allow up to three (3) days for highly technical positions within Information Technology may be considered on a case-by-case basis, and must be approved by the Executive Leadership Team member.
13. Absent rare and extenuating circumstances, remote work shall not be permitted: (i) for the two (2) weeks preceding the start of fall semester and the first week of fall semester classes; and (ii) the week preceding the start of the winter semester and the first week of winter semester classes. All employees affected by this Policy are expected to be available on campus during these time periods in order to support students, faculty, staff and the campus community.

B. Process for initiating a remote work agreement:

For employees in positions eligible for a remote work agreement, the employee will meet with the supervisor to discuss their eligibility, based on the above-stated guidelines.

Human Resources is available to assist Departments and employees with questions or concerns including relating to work-related injuries at the remote work site. Employees should understand that any work-related injury occurring at a remote work site may necessitate an inspection of the alternative work site designated in the employee's remote work agreement.

- C. Remote work agreements are discretionary: Remote work agreements shall be based upon the operational needs of the department and must have the prior approval of the supervisor.
- D. The Remote Work Request & Agreement Form must be used: Before an employee begins a remote work schedule, a Remote Work Request & Agreement Form must be completed, approved and filed with Human Resources.
- E. Remote work agreements may be modified or terminated for any reason: Modification or termination may occur, as needed, to ensure that the

arrangement does not negatively impact employee or departmental work quantity, quality, or productivity. Neither this nor any College Policy permits an employee to appeal the denial, modification or nature of any remote work agreement.

- F. All remote work must conform to Fair Labor Standards Act (FLSA) and other relevant laws: Compliance with the FLSA and other applicable laws shall include, without limitation, any statutory or regulatory provisions related to overtime, record keeping, and meal breaks. Lunches and/or scheduled break periods shall not be eliminated when an employee works remotely.

XI. Forms

[Remote Work Request & Agreement Form](#)

XII. Effective Date

September 4, 2023

XIII. Policy History

May, 2021 - new policy created

September, 2023 - policy revised to create new pilot remote work program

August, 2024

October 2025 - policy revised to remove eligibility exceptions based on employee group or pay grade and removed Remote Work Procedures and Practices.

XIV. Next Review/Revision Date

November, 2027