

### **I. Purpose**

To establish clear and consistent guidelines for employees working in locations other than college campus sites.

### **II. Scope**

This policy applies to all College employees who receive prior approval from their supervisor to work remotely.

### **III. General**

Regardless of the location of their workstation or the time of day actual work is accomplished, all full-time college employees are required to work a minimum of forty hours per week and all part-time employees are expected to work their designated number of hours per week. Employees are expected to follow supervisor-approved work schedules; the respective Executive Leadership Team (ELT) or designee has the final decision regarding an individual's work schedule and location.

### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy and the establishment of the procedures governing Remote Work is delegated to the Executive Director of Human Resources or designee.

Adopted: January 21, 2003 (Working from Home)

Revised: 6/18/2018, 01/24/2022 (renamed: Remote Work)