

I. Purpose

To establish clear and consistent guidelines for Lansing Community College employees working from home. This policy is consistent with the strategic plan goal of creating an environment for innovation, intelligent risk taking, and organizational agility.

II. Scope

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

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 his/her 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 working from home is delegated to the Executive Director of Human Resources or his/her designee.

Adopted: January 21, 2003

Revised: 6/18/2018