



Divisional Office: Human Resources
SOP Owner: Ann Kroneman
Supports College Policy: Yes
Supports HLC Criterion: No
Criterion: N/A
Approval: N/A

Policy Name: Working from Home
SOP#: HRPR5013
Revision #: Type here
Implementation Date: 6/18/2018
Last Reviewed/Updated: N/A
Next Review Date: 7/31/2019

Standard Operating Procedure

1. Purpose

This procedure details the guidelines for all College employees regarding working from home.

2. Scope

This procedure applies to all employees, with the exception of student employees.

3. Prerequisites

N/A

4. Responsibilities

The Human Resources Director of Total Compensation, Employment, HR Systems (517-483-1875) and the Human Resources Director of Labor Relations and Organizational Development (517-483-1673) are responsible for the administration of the Working from Home procedure.

5. Procedure

- Employee must obtain supervisor authorization in advance and in writing regarding work schedule, location, and duration. Failure to obtain the supervisor's authorization in advance regarding work schedule, location, and duration may result in disciplinary action and/or treatment of the day(s) in question as time not worked. The suggested guideline for advance authorization is one workday (the supervisor may require more or less advance notice.)
- Employees must be accessible to customers, colleagues, and supervisor during scheduled work hours.
- The College is under no obligation to provide resources needed to work at home, unless telecommuting is a job requirement. The respective Executive



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Leadership Team member or designee has the final decision regarding any resources to be provided.

- Employees must attend required scheduled meetings (exceptions can be made with prior approval from supervisor.)
- Employees authorized to work from home must adhere to all College policies, ensure confidentiality of work product/files, and work in an environment conducive to quality work outcomes.
- For Workers' Compensation considerations, the employee's official work station applies.
- Authorization to work from home may be withdrawn at any time.
- Every employee's Electronic Calendaring System must reflect his/her work schedule (e.g., accessible schedule, off site times, etc.)
- Employees cannot work from home during medical leave unless they submit satisfactory written authorization from their physician in advance.
- The suggested guideline is for all employees to be on campus a minimum of 60% of business hours.

6. *References*

N/A

7. *Definitions*

N/A