

POLICY TITLE: WORKING FROM HOME POLICY

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 providing an environment conducive for technological/computer literacy. (Telecommuting)

II. Scope

This policy applies to all College employees who work from home.

IV. General

Regardless of the location of their workstation or the time of day actual work is accomplished, all full-time college employees are expected 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; management has the final decision regarding an individual's work schedule and location.

- Employee must obtain supervisor authorization in advance regarding work schedule, location, and duration. Failure to obtain supervisor's authorization in advance regarding work schedule, location, and duration may result in disciplinary action. The suggested guideline for advance authorization is one workday (the supervisor may require more or less advance notice.)
- Employee 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.
- Employee must attend required scheduled meetings (exceptions can be made with prior approval from supervisor.)
- Work-at-home approval may be withdrawn at anytime.
- 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 without their physician's written authorization.
- The suggested guideline is for all employees to be on campus a minimum of 60% of business hours.

IV. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.