

**Title:** Remote Work Policy

**Effective Date:** 01/01/2023

**Date of Last Revision:**

**Review Date:** 11/16/2022

**Cancellation:**

**Office:** Human Resources

## Remote Work Policy

SLCC recognizes that Remote Work may be mutually beneficial to employees and the college in circumstances when the nature of an employee's work, the SLCC's business needs, and the skills and abilities of the employee indicate that such an arrangement is in the best interest of SLCC. Remote work is a privilege granted by SLCC, not an entitlement or right of employees. This policy addresses remote work eligibility and requirements for only unclassified employees.

### Remote Work Categories

There are three categories of remote work arrangements:

1. Regular, recurring remote work arrangements involves recurring remote work of a hybrid capacity with a maximum of two days of remote work. Such regular/recurring arrangements require the employee and their supervisor to complete the Remote Work Agreement with final approval of the respective Vice Chancellor on positions below a dean or director level and final approval of the Chancellor for positions at or above the Dean or Director level. In rare instances due to business reasons positions may be allowed to work remotely up to 100% remote when determined beneficial to the College. Requests of this nature are handled on a case-by-case basis using a separate request form that requires justification of the business reason for exceeding the maximum of two days; and the request requires approval of the Vice Chancellor and Chancellor.
2. Periodic, intermittent remote work arrangements include up to 100% remote work. Periodic remote work is permitted under this policy when an employee is recovering from an illness or an injury whereby the employee can perform work, but due to the nature of the illness the employee is temporarily unable to physically report to campus. In addition, periodic remote work may also be utilized as part of the interactive process to assist in providing ADA accommodation. Such arrangements require appropriate medical documentation and completion of the Remote Work Agreement. Documentation of these arrangements must be **prospective** with fully executed forms on file prior to remote work taking place and may not exceed 60 calendar days.
3. Temporary or emergency remote work arrangements may be used during an unplanned period of work arising out of transient circumstances (e.g. weather emergency, temporary school closure, natural disaster, or pandemic health crises). Directive from SLCC

administration is required. Such arrangements require documentation from the Chancellor authorizing the work arrangement and those impacted (campus specific or college wide). These requests will exclude staff that have been designated ineligible to work from home. In circumstances where the College must close due to transient circumstances the Chancellor will determine if Act of God will be deemed for all employees or if employees deemed eligible to remote work will be required to work their normal workday from home, with those ineligible for remote work being assigned special leave.

## **Policy Statement**

SLCC may permit remote work arrangements during all or some portion of the work week, when such arrangements are in the best interests of SLCC, enable operational efficiencies and enhance the productivity of the unit and the employee(s). Regular, recurring remote work arrangements must be pre-approved by the appropriate administrator and approval must be fully executed in a written agreement between SLCC and the employee.

This policy applies to all unclassified SLCC employees. \*\*Classified employees are subject to their own policy by request of Civil Service that has not yet been adopted by SLCC.

## **Definitions for Processes and Procedures:**

1. Campus or facility work location: The SLCC campus and other SLCC-occupied premises are located in the following locations: St. Mary Parish, St. Landry Parish, Lafayette Parish, Iberia Parish, Vermillion Parish, Evangeline Parish, Acadia Parish and St. Martin Parish.
2. Remote work: An authorized work arrangement, authorized in accordance with this policy, that involves an employee regularly, periodically, or temporarily working from a remote work location other than a campus or facility work location by use of an electronic connection between the remote work location and the employee's main office located on a campus or facility work location.
4. Remote work location: A location where an employee is authorized to work that is not a campus or facility work location. The remote work location must be designated on the remote work agreements. \* Out of state remote work arrangements must be approved by the Chancellor and Human Resources to ensure employment laws, taxation rules, data privacy and cybersecurity risks, and other compliance requirements in other states are met.

## **Remote Work and the Employment Relationship**

Remote work involves an authorized work location arrangement for employees whose job duties are appropriate for such an arrangement and is in the best interest of SLCC. The decision to authorize these options is within the discretion of an employee's supervisor and their respective executive administrator, in consultation with Human Resources, based on the nature of the SLCC's business needs, the position and employee suitability.

A remote work arrangement does not alter an employee's work relationship with SLCC, nor does it relieve an employee from the obligation to observe all applicable SLCC rules, policies, and procedures. All existing terms and conditions of employment (including but not limited to the position description, salary, benefits, vacation, sick leave and overtime) remain the same as if the employee worked on their campus or facility work location. The remote work location for any employee or position being considered for remote work must be located within the United States in order to comply with all Federal, State, and local payroll withholding taxes and wage requirements.

**Attachments**

*Required Process and Procedures*  
*Remote Work Assessment*  
*Remote Work Agreement*

**Reference:****Policy Reference:**

*Indicate alignment with Federal/State/System/Accreditation requirements or other relevant policies if applicable*

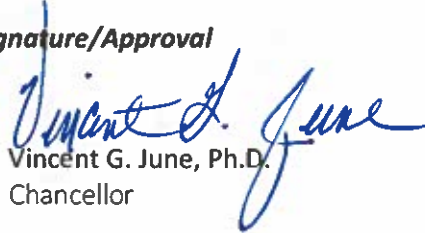
**Review Process:**

*Complete the Table showing route of policy through College approval process*

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
	Committee for Institutional Policy Review	11/16/2022	11/16/2022	
	Executive Committee	12/08/2022	12/08/2022	01/01/2023

**Chancellor's Signature/Approval**

SIGNATURE:

  
Vincent G. June, Ph.D.  
Chancellor

DATE:

12/8/22

**Final Distribution:**

*Distribution:* Electronic: posted to College's website and sent via email to College personnel  
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder,  
copy to Chair of Committee of Institutional Policy Review