



Policy Type	
Policy Title:	Remote Service Policy
Policy Number:	1733
Date Adopted:	08/12/2020
Version:	4.0
Review Cycle:	Bi-Annually
Date Last Reviewed:	06/25/2024
Office Responsible:	Human Resources
Reviewing Committee:	Leadership Council
Related Policies:	
Related Laws:	Americans with Disabilities Act (ADA)
Related Code of Regulation:	

Policy Summary:

Remote Service allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Jackson College considers remote service to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote Service may be appropriate for some employees and jobs but not for others. Remote Service is not an entitlement, it is not a collegewide benefit, and it in no way changes the terms and conditions of employment with Jackson College.

Policy Scope:

This policy applies to all Jackson College employees conducting work off campus.

Policy Statement:

Any remote service arrangement may be discontinued at will and at any time based on the nature of the work. Every effort will be made to provide 30 days' notice of such changes to accommodate commuting, childcare and other issues that may arise from the termination of a remote service arrangement.

The employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:



- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote service.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. There may certain times of the academic year, special events or change in assignment that may require employees to report to campus during previously agreed upon teleworking hours. These situations will be discussed between the employee and supervisor prior to the work being scheduled.

An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process.

Equipment

Employees may only have one primary office location, where the equipment is to be installed.

The employee will establish an appropriate work environment within his or her home for work purposes, if deemed appropriate for the job. Jackson College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Time Worked

Remote employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Jackson College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Work hours outside of the normal work week schedule should be agreed upon in advance. Hours worked from a remote location must be approved prior to being worked. Failure to comply with these requirements may result in the immediate termination of the telecommuting agreement. Time off, breaks and time reporting are to follow those in the labor agreements.



Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary college and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Change Log

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
08/12/2020	1.0	Initial Release	Executive VP/COO
10/15/2020	2.0	Amended based on MIOSHA Guidelines for Remote Work	Executive VP/COO
03/17/2022	3.0	Updated	Executive VP/COO
06/25/2024	4.0	Review	HR Director & COO