



Policy Type	
Policy Title:	Remote Service Policy
Policy Number:	1733
Date Adopted:	08/12/2020
Version:	2.0
Review Cycle:	Bi-Annually
Date Last Reviewed:	09/10/2021
Office Responsible:	Human Resources
Reviewing Committee:	Leadership Council
Related Policies:	
Related Laws:	Americans with Disabilities Act (ADA)
Related Code of Regulation:	

Policy Summary:

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Jackson College considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement during the COVID-19 Pandemic. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting 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:

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below.

In the case of daycare or K-12 school or classroom closing due to exposure to COVID, Jackson College employees who have dependents that have been directed by the school or facility to stay home, may arrange with Human Resources a more flexible work schedule to care for their dependent(s) until such time as they are able to return to school/daycare.

Employees working an alternate schedule, in cases of school or classroom/daycare closure will be required to submit documentation of the closing or dismissal to Human Resources. Employees will be required at that time to provide a return to school date. Employees who have stayed home with children will be required to schedule a rapid test

the day they return to work. Employees must follow the time off protocols, dependent on their vaccination status, should they become ill while caring for children at home.

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 telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

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.

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