

Administrative Procedure

AP Title: **Remote Work Procedures**

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Sponsoring Unit/Department: President's Council

Policy Title(s) & No(s): Remote Work for Faculty and Staff, IV-E-1.4

Legal Reference: None

Cross Reference: None

Definitions:

- 1) Remote work: The performance by a full-time employee of job duties at an alternate location, such as a home office. The remote work definition does not apply to full-time employees who are recruiting, attending conferences, or other work responsibilities that require travel. Please review H.R. procedures for guidance on work requirements in those situations. The College expects remote work to be performed at a home office within 120 miles of the main campus and within Kansas. Rare exceptions to this requirement must be requested and approved in advance by the President's Council. For a list of positions that qualify for the different remote options, please see Appendix A of this procedure.
 - a) Remote work for all positions that come open will be reviewed by the President's Council before the job is posted for applicants.
- 2) Remote work agreement: An arrangement permitting an employee to work remotely pursuant to a defined schedule and the requirements of this Procedure document. A remote work agreement may permit an employee to work remotely more than the number of days allotted to college employees for "temporary remote work." The remote work agreement can be found in Appendix B of this procedure.
- 3) Temporary Remote Work (30 or fewer workdays): A temporary remote work arrangement, due to unforeseen circumstances, that allows for up to twenty consecutive and/or 30 total days within a fiscal year. This arrangement can be used for emergency situations, such as quarantine, medical conditions, or other life circumstances. This arrangement can also be used for temporary situations, such as J1 training, state reporting requirements, or other temporary situations that require the individual to focus specifically on a task. Verification may be required.
 - a) No formal remote work agreement is required for this temporary situation; however, the

details of the arrangement must be documented in writing, which may include e-mail, between the employee, their supervisor, and their supervising Vice President and President.

- 4) Hybrid Remote Work: A workplace alternative that provides the option of working from a virtual remote location (e.g., home) for part of the employee's regular work assignment with the remainder of the work being performed on campus.
 - a) A Remote work agreement is required. The schedule for each location (on-campus and remote) must be approved by the immediate supervisor and reporting Vice President/President and be consistent. Scheduled remote work for staff may not exceed 1 workday per week. Academic faculty will follow the Master Agreement.
 - b) Employees working remotely under this arrangement must be able to perform their job duties effectively while working remotely, must be responsive to the areas they serve, and must respond to emails and phone calls at the same level as when working from their office on campus.
 - c) The supervisor is responsible for ensuring adequate coverage in the department and that remote days are distributed appropriately across the staff and throughout the week.
 - d) Academic faculty are eligible to apply for Hybrid Remote Work for their non-instructional workload that is not student advising. A hybrid remote work arrangement for academic faculty teaching in-person courses must not impact delivery of courses.
- 5) Full Remote Work: A workplace alternative where an employee works from home, away from a regularly assigned on-campus work location, for all available work.
 - a) A Remote Work Agreement is required.
 - b) Academic faculty are eligible to apply for Full Remote Work subject to the Master Agreement. Employees working remotely under this arrangement must be able to perform their job duties effectively while working remotely, must be responsive to the areas they serve, and must respond to emails and phone calls in a timely manner.
 - c) Full Remote Work arrangements will be considered in rare circumstances and reviewed on a case-by-case basis with approval of the supervisor and the reporting Vice President/President.

Guidelines for Remote Work:

- 1) Before entering a remote work agreement, the list of positions that qualify for remote work should be reviewed (Appendix A). If an employee's position qualifies, they must then approach their supervisor with a request to enter into a remote work agreement. With supervisor approval, the employee and their supervisor must complete the remote work agreement and submit to the reporting Vice President and President for final approval. Human Resources is available to assist departments and employees with questions or concerns. Employees should understand that any work-related injury occurring at a remote work location may necessitate an inspection of the alternative work site designated in the employee's remote work agreement.
- 2) The approved agreement will be sent to H.R. to be filed for the employee. Any employee working remotely, either with a remote work agreement or using temporary remote work shall adhere to the following guidelines:

- a) The employee demonstrates satisfactory performance and attendance;
 - b) The employee does not require close supervision;
 - c) The employee can work independently and successfully in a remote work environment;
 - d) The employee possesses and demonstrates appropriate communication skills;
 - e) The employee uses their Outlook Calendar that is set to be viewable by all college employees and permissions are set to be "Can view titles and locations". Remote days will be marked as such, but employees must be available for meetings on remote days.
 - f) The employee possesses and demonstrates a high degree of knowledge and skill relating to the performance of their essential job functions;
 - g) The employee must ensure the confidentiality and security of all College data accessed from or transported to the remote work location;
 - h) The employee can appropriately manage remote work technology and has a designated space at a remote work location as well as adequate internet;
 - i) Work completed by the employee can be monitored with quantifiable tasks, quantity, and quality measures;
 - j) An excellent level of service (including customer and/or student service) can be maintained through remote work without causing hardship for students, co-workers, or College or departmental operations.
 - k) If the employee is a supervisor, they can meet their team's needs virtually.
 - l) The employee must focus on completing their work duties; caregiving or performing non-College-related functions during work time while working remotely will not be permitted.
 - m) If an employee is unable to be present on campus due to physical illness, they may (at their own discretion) engage in occasional remote work as defined and permitted by this procedure in lieu of taking applicable leave time. The employee must be able to fulfill all regular responsibilities of their position without frequent interruptions and must have prior approval from their supervisor. No employee shall be required to engage in remote work in lieu of utilizing any applicable leave time.
 - n) Absent rare and extenuating circumstances, remote work shall not be permitted for August and January for employees on the Hybrid Remote Work plan. All employees affected by this are expected to be available on campus during these time periods to support students, faculty, staff, and the campus community. Employees approved for fully remote work must be on campus for all in-service days scheduled at the beginning of the fall and spring semester.
- 3) Approved Hybrid and Full Remote Work arrangements are good for up to one (1) academic year and must be documented in the remote work agreement. This must include a formal assessment of productivity and job performance conducted during the normal evaluation schedule, including a survey of subordinates of the position to ensure responsiveness of supervisor to department needs. With evidence that productivity and job performance targets are being met, Hybrid and Full Remote Work Arrangements can be extended annually with a minimum of one (1) formal assessment of productivity and job performance to be conducted during the regular evaluation. Hybrid and Full remote work arrangements can be amended or revoked by the Vice President or President, with or without cause, with a 30-day written notice. An employee can terminate a Hybrid and Full Remote Work arrangement with 30 days (about 4 and a half weeks) written notice.
- 4) All remote work arrangements are subject to immediate revocation if the employee is

determined to be out of compliance with the guidelines set above and the Remote Work Agreement.

- 5) Nothing in this procedure shall preclude an employee from seeking any reasonable accommodation pursuant to the American Disabilities Act (ADA) or leave under the Family and Medical Leave Act (FMLA). An employee requiring accommodation or requiring leave under FMLA should contact Human Resources.
- 6) Employees, students, and community members who have concerns or run into issues with individuals working remotely should contact the remote employee's direct supervisor and/or submit the concern through the College's online complaint system.

Appendix A

List of positions and what level of remote work they are eligible for:

Position:	No Remote Work:	Hybrid Remote Eligible:	Full Remote Eligible:
Administration:			
President	X		
Vice President	X		
Dean	X		
Director of Institutional Effectiveness & Research	X		
H.R. Director	X		
H.R. Specialist	X		
Athletic Director	X		
Director of Development	X		
Admin Assistant to the Director of Development	X		
Admin Assistant to the President & Senior Administration	X		
Academic Affairs:			
Director of H.S. Partnerships	X		
Faculty		X	X
Director of Instructional Technology		X	
Instructional Designer		X	X
Online Learning Coordinator		X	
Director of Library	X		
Library Support Specialist	X		
Director of Tutoring	X		
Health Professions Program Coordinator		X	
Criminal Justice Studies Program Coordinator		X	
Livestock Judging Team Coach/Agriculture Careers Specialist	X		
Education & Human Services Director		X	X
Program Advocate for ECE		X	X
Machining & Manufacturing Program Director		X	
Director of Workforce Development and Apprenticeships		X	
Student Affairs:			
Director of Financial Aid	X		
Assistant Director of Financial Aid	X		
Financial Aid Specialist	X		
Registrar	X		
Assistant Registrar	X		
Degree Audit Clerk	X		
Director of Enrollment Management	X		

Academic Advisor	X		
Administrative Assistant for Admissions	X		
Admissions Counselor	X		
Graphic Designer		X	
Director of Student Life	X		
Administrative Assistant to Student Life	X		
Residence Hall Director	X		
Finance and Operations:			
Comptroller		X	
Accounts Receivable Officer	X		
Accounts Payable Officer	X		
Business Office Assistant	X		
Bookstore Manager	X		
Bookstore Assistant	X		
Campus Services Technician/Admin Assistant	X		
Director of Information Technology		X	
Associate Director of IT		X	
Director of Physical Plant Operations	X		
Assistant Director of Physical Plant Operations	X		
Maintenance & Automotive Technician	X		
Maintenance & Grounds Keeper	X		
Maintenance Technician I	X		
Maintenance Technician II	X		
Custodial and Maintenance	X		
Athletics:			
Head Coaches	X		
Assistant Coaches	X		
Director of Fitness Center	X		
Admin Assistant to the Athletic Director	X		
Head Athletic Trainer	X		
Assistant Athletic Trainer	X		

APPENDIX B
Remote Work Agreement Form

Employee Name: _____

Employee Title: _____

Supervisor Name: _____

Please mark which type of remote work the employee is requesting:

_____ Hybrid Remote If Hybrid, which day will be remote? _____

_____ Full Remote

Date that remote work will begin if approved: _____

- I agree to comply with the expectations and guidelines outlined in the Remote Work Policy and Procedures.
_____ (employee initials)
- I understand this agreement can be amended or revoked by my supervising Vice President or President, with or without cause, with a 30-day written notice. I also can terminate this arrangement with 30 days written notice.
_____ (employee initials)
- I understand this agreement can be revoked immediately if my supervisor or reporting Vice President or President determines that I am out of compliance with the guidelines set in the Remote Work Policy and Procedures.
_____ (employee initials)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

President Signature: _____ Date: _____

Once all signatures have been obtained, original must go to Human Resources and a copy given to the employee.