

## Remote Work Policy

### Policy/Procedure

The majority of positions at Dickinson College require staff to be on campus to support the residential student experience. However, the college also considers remote work for staff to be a viable alternative work arrangement in certain, specific circumstances which, when properly implemented and administered, benefit both the college and the employee. Remote work can improve productivity and job performance, as well as promote administrative efficiencies (e.g., reducing office and parking space), reduce traffic congestion, emissions and transportation costs, support continuity of operations plans and sustain the recruitment and retention of a highly qualified workforce.

Remote work is defined as "a formal work arrangement in which some part of the regularly scheduled work week is performed at an off-campus worksite such as the home or an office space not located on college property." This policy does not govern ad-hoc adjustments to regular work schedules for reasons such as illness, childcare, or similar circumstances which are within the purview of departmental leadership. The remote work arrangement requires a formal agreement between the college and employee anytime an employee is permitted to perform usual job duties in an alternate work location at least one day per week. In addition, each department which contains employees who are approved to work remotely will establish at least one common day per week during which all members of the department will be on campus working together. Remote work is a voluntary work alternative that is appropriate for some employees and positions, but not all employees or positions at the college. See section A for more detail. No employee is entitled to or guaranteed the opportunity to work remotely.

For positions eligible for remote work, the evaluation of each request takes into consideration the likelihood of the employee succeeding in a remote work arrangement and the supervisor's ability to manage remote workers.

Remote work may also be considered on a case-by-case basis as a reasonable accommodation in accordance with the Americans with Disabilities Act and the college's employee accommodation request procedure for qualified employees with disabilities.

Remote work arrangements most commonly are for partial remote work, e.g. one day per week. Full-time remote work is defined as "telecommuting" and is governed by a separate agreement between the college and the telecommuting employee. These arrangements are typically established prior to onboarding. Employees who are approved for remote work will be required to sign a Remote Work Agreement with the college consistent with this policy.

All remote working employees perform essentially the same work that they would in their on-campus workplace in accordance with the same performance expectations and other agreed-upon

terms. Remote work agreements may be established for up to a one-year renewable term but may not be shorter than 90 days.

An employee's classification, compensation, and benefits will not change because the employee is approved for remote work.

The college may establish remote work as a condition of employment, based on the college's business needs. In such cases, this requirement should be included when the position is advertised and in correspondence regarding employment.

### **A. Eligible Positions and Employees**

Dickinson College provides equitable opportunity to all staff regarding working conditions. However, remote work is not conducive to every staff member or position. The college has identified broad categories of positions that are not eligible to be considered for remote work. This includes, but is not limited to, direct service and location-specific positions such as public safety officers, grounds workers, facilities trades workers and technicians, housekeeping workers, student wellness staff, residence life staff, coaches, athletic support and operations positions, receptionist positions, front desk attendants, library circulation and related staff, reference and research librarians, user services direct support positions, retail operations, dining direct support positions and direct child care workers. This list of positions is not all inclusive and may be updated from time to time as needed.

Departmental leadership, in consultation with Human Resource Services, will evaluate the nature of a position and how the work is performed to determine which positions are appropriate for remote work. Several factors should be considered in determining the feasibility of remote work, including the college's ability to supervise the employee adequately and whether any duties require the use of certain equipment or tools that cannot be replicated at home. Other critical considerations include whether

- there is a need for face-to-face interaction and coordination of work with other employees;
- in-person interaction with outside colleagues, clients, or customers is necessary;
- the position in question requires the employee to have immediate access to documents or other information located only in the workplace;
- the alternate work location is in a state where the college is currently registered for tax purposes;
- the remote work arrangement will impact service quality or college operations, or increase workload for other employees;
- the position can be structured to be performed independently of others with minimal need for support and little in-person interaction; and
- performance can be measured by quantitative or qualitative results-oriented standards, not time spent doing the job.

Typically, a position being designated as remote work eligible indicates that partial rather than full-time remote working is feasible.

If an employee in an eligible position requests approval for remote work, departmental leadership, in consultation with Human Resource Services, will evaluate the request. Generally, the following conditions must be met to approve an employee for remote work:

- The employee has been in the position for at least twelve months;
- The employee has no active formal disciplinary actions on file for the current or immediately preceding evaluation period;
- The employee has a demonstrated ability to work productively on an independent basis, is self-motivated and flexible; and
- The employee received at least a satisfactory evaluation in the previous evaluation cycle.

Departmental leadership must ensure that remote work decisions are made for appropriate, non-discriminatory reasons.

## **B. General Expectations and Conditions**

1. **Compliance with Policies.** Employees must agree to comply with college rules, policies, practices, and instructions and understand that violation of such may result in the termination of the remote work arrangement and/or disciplinary action, up to and including dismissal. Employees who remote work will be subject to the same policies as other employees, including policies relating to information security and data protection; see item 7 below.
2. **Hours of Work.** The total number of hours that remote work employees are expected to work will not change, regardless of work location. The college also expects the same level of professionalism, productivity, availability, and accountability from remote work employees that is expected from employees at the central workplace. Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the college. Hours worked in excess of those specified in the remote work agreement require the advance approval of the supervisor.

Remote work arrangements are not designed to eliminate the need for child-care, elder-care, or to attend to personal matters during regular work hours. If children or adults in need of primary care are in the alternate work location on more than an occasional basis during the employee's work hours, another person must be present to provide the care.

Supervisors may require employees to report to the on-campus workplace as needed for work-related meetings or other events or to meet as needed to discuss work progress or other work-related issues.

3. **Use of Leave.** Remote work may not be used in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave.  
However, the college may determine whether it is appropriate to offer remote work as an opportunity for partial or full return to work based on the college's return-to-work practices following an injury or illness and the criteria normally applied to decisions regarding the approval of remote work.
4. **Liability.** The college assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The college also assumes no liability for damages to employee's real or personal property resulting from participation in the remote work program.

Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use at the college and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

5. **Equipment and Materials.** The college will provide equipment and materials needed by employees to effectively perform their duties; however, the college will not duplicate - Remote-work employees may use college-owned equipment only for legitimate college purposes in accordance with policy. Remote-work employees are responsible for protecting college-owned equipment from theft, damage, and unauthorized use. The college will maintain, service and repair college-owned equipment used in the normal course of employment. The college will stipulate who is responsible for transporting and installing equipment, and for returning it to the college workplace for repairs or service. The remote-work agreement may also permit employees to use their own equipment, provided the use of such equipment has been approved by Information Services.

When employees are authorized to use their own equipment, the college is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the remote work agreement.

6. **Costs of Remote work.** The college is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as a remote work alternate work location. Employees are expected to maintain appropriate services and utilities for remote work, including an adequate speed of home internet, and may need to report to work when those things are not available.
7. **College Information.** Employees must safeguard college information used or accessed while working remotely, in accordance with applicable information technology policies. The college must grant permission according to college procedures for employees to work on restricted-access information or material, as defined by the college, at alternate work locations. Remote-work employees must agree to follow college-approved security procedures to ensure confidentiality and security of data.
8. **Training for Managers and Supervisors.** The college encourages the successful and appropriate use of remote work within the college by providing training to supervisors and

managers in effectively managing remote work employees. Online courses are also available via Totara.

### **C. Remote Work Agreement**

Remote work must be documented and approved through a remote-work agreement. The remote work-agreement establishes the specific conditions that apply to employees working in alternate locations. The remote-work agreement must be approved by departmental leadership, the employee's supervisor, Human Resource Services, and the divisional vice president.

A term agreement typically will be for a one-year renewable period, however shorter periods of not less than 90 days may also be approved. Renewal is not guaranteed; the remote-work arrangement, employee performance and other circumstances will be considered by the supervisor in determining whether to renew the agreement. Employees who are approved to work remotely in their current role are not guaranteed continued remote work if they move into another position at the college.

1. **Exceptions to the Remote Work Agreement Requirement.** It is an accepted practice for faculty to carry out their work with varied schedules on campus and at alternate locations.
2. On occasion, a department may also determine that employees may need to work at alternate worksites for a short period of time to accommodate unusual circumstances, such as a brief office closing for renovations or relocation. In such cases, the formal remote work agreement is not required, but should be documented for department files by memorandum or email, specifying work expectations and duration.
3. **Modification or Termination of the Remote work Agreement.** Departmental leadership, in consultation with Human Resource Services, may modify or terminate the remote work agreement before the end of the specified term for performance concerns, changing operational needs, or for any other non-discriminatory reason whatsoever. The employee may also terminate the remote work agreement at any time unless remote work was a condition of employment. When practical, any termination, other than for performance related concerns, will be made with at least two weeks' advance notice.

### **D. Concerns**

An employee who disagrees with a denial of a request to remote work or any other action relating to this policy is encouraged to discuss the concern with his or her supervisor. If the discussion with the supervisor does not resolve the issue, an employee may request an informal review of a remote work decision by Human Resource Services.

### **E. Implementation**

- **Determination of Position Eligibility.** Supervisors should begin identifying positions as eligible or ineligible for remote work upon publication of this policy, with reference to the

list of non-eligible positions provided by Human Resource Services and in accordance with Section A of this Policy.

- **Pre-existing Remote Work Arrangements.** For any employee working remotely as of, or prior to, the effective date of this Policy, the supervisor shall consult with Human Resource Services to determine the appropriate approach considering the specifics of the arrangement.

## Related Information

## History/Revision Dates

**Responsible Office:** Human Resource Services

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**Effective Date:** August 1, 2021

**Last Amended Date:**

**Next Review Date:** August 1, 2024

**Also Found In:**