



SOUTH TEXAS
COLLEGE

REMOTE WORK PROCEDURES

DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

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Purpose

South Texas College (College) permits employees to work remotely in circumstances where the nature of an employee's work functions and abilities indicate that an arrangement to work remotely will not interfere with an employee's optimal performance, job duties, or responsibilities or disrupt the normal operations of the College. A remote work arrangement is for the sole benefit of the College, and unless it is an express term in an employee's employment contract, it is not an entitlement or right of employees.

Scope

These procedures apply to non-faculty full-time, part-time, and temporary employees of the College, excluding those positions as detailed in this procedure. Employees approved for remote work shall adhere to the requirements of a safe remote work location and protocols for safeguarding work-related information and College equipment. The following types of remote work arrangements are set forth herein:

- Ad-hoc
 - A temporary, occasional, and short-term (e.g., 2 hours, 4 hours, full-day) arrangement to perform work functions at a remote work location.
- Departmental
 - A prearranged and approved work schedule permitting a department to routinely work one or more days per week, for a designated timeframe, at a remote work location.
- Continuous
 - An employee primarily hired to perform job duties and functions at a remote work location.

Definitions

Regular Work Location – means a designated work location that is on College-owned or leased property where College employees normally report to work.

Remote Work – means an authorized work arrangement that permits an employee to perform job duties and functions for the College on one or more days per week at a Remote Work Location.

Remote Work Location – means a location where an employee is authorized to perform job duties and functions for the College that is not a Regular Work Location.

Eligibility Criteria

Remote work is an appropriate arrangement for some, but not all, employees and positions. The supervisor makes the decision on a case-by-case basis by evaluating the likelihood of the employee succeeding when working remotely and applying the eligibility criteria set forth

hereinbelow. After considering these factors, supervisors have the discretion to approve or deny an employee's request for remote work. Supervisors are to analyze the nature of a position and the employee and how the work is performed to determine which employees are appropriate for remote work.

Considerations include, but are not limited to, the following:

- Job functions can be as proficiently performed at a Remote Work Location as at the Regular Work Location.
- The employee demonstrates the ability to manage time, work independently and productively with minimal supervision, and understand the job functions without diminishing the quality of the work.
- The employee must have a satisfactory work performance history and no disciplinary actions within the previous two (2) years.
- The Remote Work Location is a suitable and safe work environment and free from non-work-related distractions or interruptions, such as those created by the presence of family members, visitors, or dependents under the employee's care or other activities that generate noise. The work locations that are not suitable for remote work include, but are not limited to, public venues, restaurants, public libraries, etc.
- The employee demonstrates the ability to safeguard College information by assuring that the following controls are in place at the Remote Work Location, including, but not limited to, password-protected Wi-Fi network, ransomware, malware, anti-virus software installations, and firewalls. Public Wi-Fi shall not be used to perform work-related functions unless using a Virtual Private Network is approved, in writing, by the Information Technology department.
- The employee shall only utilize College-owned equipment to perform the remote work unless otherwise approved, in writing, by the Information Technology department.

The following types of positions are not eligible for remote work.

- The nature of the position does not allow for remote work.
- Require the employee's continuous physical presence at the Regular Work Location to perform work functions and duties.
- Require routine physical access to information or material at the Regular Work Location.
- The sensitivity of the information which the employee works with is of such nature that the risk of it being breached outweighs any benefit that may be derived from the remote work arrangement.

General Expectations and Conditions

Offering the opportunity to work remotely is a leadership decision; working remotely is not an employee right, entitlement, or benefit.

Remote work is not an opportunity for providing dependent care. Employees who work remotely and have dependents under the employee's care shall not provide dependent care during the employee's work hours. Employees shall make arrangements for the dependent care to be provided by others outside the Remote Work Location, just as the employee would if working at the Regular Work Location.

Employees approved for remote work are to perform the same functions and have the same performance expectations as in the Regular Work Location. An employee's classification, compensation, and benefits will not change during a Remote Work arrangement.

Remote work arrangements are subject to termination at any time. In consultation with the Director of Human Resources or the Employee Relations Officer, as applicable, the supervisor may modify or terminate the remote work arrangement at will unless it is a contractual condition of employment.

Employees authorized for Continuous Remote Work may be expected to travel to the Regular Work Location or other locations for work-related purposes at the request of their supervisor and are entitled to travel reimbursement in accordance with travel procedures.

If the remote work location is in a different state from Texas, all the employment-related laws for that state must be reviewed and considered when determining whether a remote work arrangement is appropriate.

Compliance with Policies and Procedures

Employees approved for remote work shall adhere to all College policies and procedures. Violation of policies and procedures may result in the revocation of the remote work arrangement and/or disciplinary action, including termination. Employees must notify the immediate supervisor and Office of Human Resources of any work-related incidents including but not limited to injury, illness, slip, and fall, and any loss or damage to College-owned equipment, and adhere to current incident reporting protocols. Employees must request sick leave if the employee will not work on any day due to illness or seeking medical treatment. Employees shall immediately notify the supervisor of any outages in power or internet connectivity at the Remote Work Location.

Equipment and Materials

The College provides employees with equipment and materials to work remotely. Employees shall only use College-owned equipment at their Remote Work Location. Personal devices shall not be used when working remotely unless otherwise approved, in writing, by the IT Department. Employees are responsible for taking reasonable precautions to secure College equipment and to protect it from damage, theft, and unauthorized use. The employee or others may not use the equipment for non-work-related purposes. The College reserves the right to, at any time, inspect the equipment to determine whether it has been subjected to unauthorized use. The College does not assume liability for the loss or damage of employee-owned equipment. The supervisor may provide the employee with reasonably necessary

office supplies for performing the work. The employee will not be reimbursed for out-of-pocket expenses for supplies readily available at the Regular Work Location.

Hours of Work

Employees are to work a regular or assigned work schedule, regardless of the work location. Non-exempt employees must maintain a 40-hour work week; hours worked in excess require the supervisor's advance approval. Exempt employees must work the number of hours necessary to complete the job functions and requirements. Grant-funded employees must adhere to the timekeeping requirement stipulated by the grant.

Productivity

The same level of productivity, job duties, and responsibilities are expected as if working at the Regular Work Location. Employees are to remain productive and responsive during their scheduled work hours. Employees shall promptly respond to work-related requests or inquiries from supervisors via telephone calls, email, text, virtual meetings, or other methods of communication, as required. The employee shall promptly report to work at the Regular Work Location when requested by the supervisor. The supervisor is responsible for assigning work and monitoring the employee's productivity.

Costs

Employees are responsible for providing secure and adequate internet and phone services to work remotely. The College is not responsible for the following costs incurred by the employee, including, but not limited to: internet, phone, electricity, water, security, insurance, damage to the Remote Work Location, and employee-owned assets or equipment.

Ad-hoc Arrangement

The ad-hoc arrangement is a temporary and short-term request initiated by the employee to perform job functions at a remote work location, subject to supervisor approval. Employees shall follow the steps below to submit a request.

- Step 1: An employee shall submit a remote work request using the established Human Resources Remote Work submission tool available on the Office of Human Resources webpage.
- Step 2: The supervisor receives and reviews the request based on the considerations established in section Eligibility. If approved, the employee may commence remote work; if denied, the employee is not permitted to remote work and will receive a notification.

Departmental Arrangement

In accordance with a department's chain of command, department supervisors shall assess and determine if a remote work schedule is appropriate for their department in carrying out the operations, functions, and needs that serve the College's best interest. Supervisors will send written communication concerning modifications to work schedules to the respective

division Vice President/President, including, but not limited to, timeframe, frequency, and related logistics. Supervisors shall follow the steps below to submit a request.

Step 1: The supervisor shall submit a request via email to the division Vice President/President.

Step 2: The Vice President/President receives and reviews the email request based on the considerations established in section Eligibility and approves or denies the request. The supervisor will receive a notification.

Continuous Arrangement

The continuous work arrangement does not require a request and approval to work remote. Employees on a continuous arrangement are hired primarily to perform job duties and functions for the College at a remote work location.

Emergencies and Other Unexpected Contingencies

In the event of an emergency, including but not limited to pandemics, fire, weather, or other significant disruption to facilities or department operations caused by natural disasters, supervisors are authorized to establish remote work arrangements, as appropriate, with qualified employees for the duration of the emergency or unexpected contingency. Such arrangements are intended to effectively respond to disruptions and maintain critical functions, operations, and services. The remote work arrangements are to be maintained in accordance with the Eligibility Criteria.

Document History

November 2022 – Procedures reviewed and approved by President’s Cabinet.