Remote Work Policy for Administrative and Staff

St. Francis College (the “College”) is committed to facilitating workplace arrangements that support a variety of operational and professional needs on behalf of administrators and staff with the understanding, however, that such arrangements may vary depending on each employee’s job responsibilities and the needs of the College.

1. Purpose

The purpose of this policy is to permit, as provided below, circumstances under which employees of the College may, for all or part of their workweek, work at alternate work locations (such locations are hereinafter referred to as “work-from-home” or “remote”). The following procedure has been developed to detail eligibility to permit employees to work-from-home, as well as related remote access to College resources, proper use of College resources, and the College’s expectations of employees.

2. Scope

- This procedure applies to all full-time and part-time College administrators and staff (hereinafter referred to as “employees”). Remote or work-from-home access is defined as any connection to applications and files on the College’s network, and/or applications and files from non-College network locations/sources, that are used to perform work related tasks. Work can include (but is not limited to) College applications, phone system, files, and access to the Internet.

- Remote work arrangements are possible under different scenarios, including, but not limited to, the following:
  - Where all essential duties of the job can be performed remotely.
  - Where some essential duties of the job can be performed remotely, with other duties requiring a presence on campus.
  - Where supervisors determine that the position and its expectations allow a remote work arrangement, or if the position could be temporarily modified to integrate short-term remote work.
  - Where employees and supervisors discuss and agree on the resources needed for remote work and plans for maintaining the security of confidential information are possible.
  - Where it is agreed that employees will keep in close communication with their supervisors and stay up to date on developments affecting their divisions and our campus community.
  - Where it is understood that the College and the employees’ supervisors may reevaluate the appropriateness of remote work determinations at any time.
3. **Supported Technology**

- All work-from-home technology access will be centrally managed by the College’s Information Technology department (hereinafter referred to as “IT”).

- To the extent that IT provides employees with technology equipment, all such equipment will be picked up at the College from IT.

- All requests for alternative pick-up arrangements, including, but not limited to, shipping equipment to employees at any off-campus location at the College’s cost, may be accommodated if requested and approved in writing by the College’s Office of Financial Affairs. Although such requests are discouraged, they will be reviewed on a case-by-case basis and may be approved under extraordinary circumstances.

- All employees who are permitted to work-from-home are responsible for providing their own secured internet connection. Such connections should be stable and secure with adequate bandwidth to support employees’ remote work activities. These requirements are subject to change as the College’s available technology to support remote work evolves.

4. **Eligibility to Work Remotely and Limitations**

- Employment at the College does not automatically guarantee the granting of work-from-home privileges and not all positions are appropriate or feasible for remote work. Employees may be approved or required to work remotely on a temporary basis depending on the business needs of the College.

- Employees may work remotely if their position is deemed by their supervisors to be a hybrid position, that is, a position whose schedule is planned to be split between in-office and remote work.

- Currently there are no fully remote positions at the College. In recognition of changing circumstances, however, employees are encouraged to discuss their specific needs and schedule with their divisional manager, supervisor and/or the College’s Office of Human Resources.

- With respect to any employees required to work on campus, requests for reasonable accommodations pursuant to Federal, New York State or New York City law will be considered on a case-by-case basis by their supervisors in consultation with the Office of Human Resources.

5. **Approval Process**

- All remote work and access privileges must go through an approval process, focusing on the business needs of the College.

- An employee requesting temporary remote work access must submit to their supervisor a written request that clearly outlines why the remote work access is requested.
• The supervisor and the employee will outline the access requirements and work scheduling. The granting of a remote work access arrangement must be approved in writing by the employee’s supervisor.

• All employees approved to work remotely and their supervisors must sign the acknowledgement of remote work procedure. Please see the format of the approval form attached.

• Employees and supervisors should bring any concerns about this approval process to the attention of the College’s Office of Human Resources.

6. Monitoring

• It is the responsibility of the employee’s department management to maintain the appropriate remote work and access authority for all users under their supervision.

• Reports showing sign-on and sign-off activity are available to supervisors from IT. Activity may be reviewed by IT upon management’s request and can be provided to department management upon request. Employees have no expectation of privacy when using College equipment.

• Productivity measures of the remote employee should be clearly established and communicated between the remote employee and their management. Performance expectations for a remote employee are no different than that for an in-office employee.

7. Working Hours and Attendance

• Regardless of whether the role is hybrid or in-office, all employees are required to work according to the schedule that was approved by their supervisor and they will adhere to all meal periods in compliance with state law.

• In order to maintain efficient College operations remotely and to best serve students, employees may be required to have scheduled work hours and shifts other than the standard 9:00AM to 5:00PM workday. Employees will be provided with advance notice of their schedules and schedule changes.

• Schedules are subject to change for any number of operational needs of the College, including, but not limited to, extending the College’s hours of operation, the staggering of work hours to facilitate completion of job duties, and/or to provide sufficient coverage in case of last minute absenteeism and/or emergencies on campus, and/or to better serve students or employees.

• It is the expectation of the College that the combination of virtual and in-person College operations, with flexible employee scheduling, will result in greater availability of College office staff and foster the delivery of comprehensive services to students and their families, and to employees.

• The Fair Standards Labor Act (FLSA) requires the College to compensate employees for all hours worked including overtime hours for hourly paid employees. This principle applies equally to remote work.
• Employees are required to maintain accurate records of remote hours worked and submit those records through the ADP time and attendance system. As always, overtime hours for hourly paid administrators and all staff employees requires advance approval from the employee’s supervisor.

• As general guidance, it is anticipated that employees of student-facing offices will be permitted to work remotely approximately two (2) days per week. Student-facing employees must therefore have the ability to commute to and from the College as necessary and upon the request of their supervisors. This guidance is subject to change at the discretion of the College and as operational needs warrant.

• In order to foster teamwork and maintain connections amongst colleagues, it is recommended that whenever possible, scheduled face-to-face meetings on-campus be held inclusively, the goal of which is to make colleagues feel welcomed notwithstanding their scheduled remote workday(s).

8. Availability and Communications

Employees working remotely have some flexibility to adjust their schedule, but are required to communicate such changes to their supervisors for review and approval. Supervisors will set expectations for employee communication and response times depending on the position and associated responsibilities.

9. Environment

• The employee will establish an appropriate work environment within their home for work purposes. The College will not be responsible for costs associated with the physical setup of the employee’s home office, such as remodeling, furniture or lighting.

• For those employees who are required to work remotely, the College will upon the employee’s written request, which must include justification approved by the College at its discretion, supply the employee with appropriate and necessary office supplies and/or equipment. In the event the College is unable to provide same, the College will reimburse the employee for approved business-related expenses that are reasonably incurred and necessary to carrying out the employee’s job. Similarly, employees who are permitted to work remotely may request necessary office supplies and equipment which may be approved by the College at its discretion.

• To ensure that employee performance will not be impacted in a remote work arrangement, remote employees are advised to:
  - Choose a quiet working space free of hazards, clutter and distractions.
  - Ensure the work area has the proper lighting.
  - Have a secured and sufficient internet connection.
  - Use surge protectors.
  - Ensure there is sufficient power so as not to overload electrical circuits.
  - Keep all pathways clear and secure of all cables.
  - Perform work only in this designated workspace.
  - Ensure that the designated workspace allows for calls to be conducted in privacy and paperwork to be properly secured.
  - Make appropriate child-care arrangements during work hours.
10. Safety

- Employees are expected to maintain their home workspace in a safe manner, free from hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by workers' compensation insurance. Employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

- Working from home is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting the College’s business demands. Employees are encouraged to discuss expectations of working-from-home with family members prior to entering into such arrangement.

11. Technical Support

- If while working remotely an employee experiences technical issues with his or her computer or internet access that prevents the employee from continuing to perform their job, the employee should notify their supervisor immediately and should also contact IT. The College however is not responsible for an employee’s personal Internet connection and/or non-College provided devices which employees use in their remote workspace that connect to their computers, or to their local network, or to the local network of their Internet Service Provider.

- Employees are responsible for notifying their supervisor if their ability to work remotely has changed due to a utility or Internet outage, or unplanned outage in their remote workspace. Employees must also notify their supervisor in advance should there be any planned outages in their remote workspace which would negatively impact their ability to perform work remotely.

12. Data Security

- Equipment that is provided by the College is College property. The College retains control over the property and reserves the right to monitor College property even when used at a remote location. Employees must keep such property safe and avoid any misuse. Equipment supplied by the College is to be used for College business purposes only.

- Employees must take proper measures to secure College information, assets and systems. Specifically, employees must:
  - Keep their equipment password protected.
  - Follow all College policies relating to technology use.
  - Do not allow non College Employees to use College-issued technology devices or College-issued IT resources.
  - Store equipment in a safe and clean space when not in use.
  - Follow all data encryption, protection standards and settings.
  - Refrain from visiting untrustworthy or suspicious sites.
  - Only download authorized software with prior approval.
  - Keep confidential information in locked file cabinets and desks.
Employees may be asked to work either remotely or on campus with IT in order to maintain or troubleshoot issues with their College-managed technology.

- Employees are responsible for keeping documents, sensitive business data and other work-related materials confidential and secure in their remote work location.

- For security purposes no work can be performed on a public internet connection.

13. **Appropriate Use**

It is imperative that any employee’s remote access connection used to conduct College business be utilized appropriately, responsibly, and ethically by the employee in accordance with College policies.

14. **Return of College Provided Equipment upon Termination**

Upon termination of any employee’s employment with the College, all College property, including, but not limited to, lap-tops, cell phones and other equipment/property, will be returned to the College on or before the last day of work. Failures by employees to return such equipment shall subject such employees to further action, post-termination, in accordance with applicable College policies and/or legal action, if necessary.

15. **Non-Compliance with the Remote Work Policy**

Failure to comply with this policy may result in the suspension of remote access privileges, disciplinary action, and possibly termination of employment.
Acknowledgment and Approval Form for Remote Work

I have read and understand the College’s Remote Work Policy and agree to the duties, obligations, responsibilities and conditions described therein.

I understand that I remain subject to all of the College’s internal policies including, but not limited to, policies relating to technology, confidential information, harassment and discrimination prevention and safety policies.

I agree that, among other things, I am responsible for following my remote work schedule, accurately recording and reporting my hours of work, taking proper measures to secure College information, assets and systems and maintaining my workspace in a safe manner.

I understand that the College may at any time change any or all of the conditions under which I am permitted to work remotely, or withdraw permission to work remotely.

I hereby acknowledge that the College has supplied me with the following equipment:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

At the end of the employment relationship or termination of this remote work agreement, I agree to immediately return this equipment.

College-provided equipment shall be used solely for work related activities. I understand that the College may monitor any equipment that is provided to me, and that I have no expectation of privacy when using College equipment.

I understand that approval and/or procedure to work-from-home may be altered or terminated at any time.

The generally agreed to remote work schedule for __________________________ (employee name), which is subject to change at the College’s discretion, is as follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee Signature______________________________________ Date__________________

Supervisor Signature______________________________________ Date__________________