

## REMOTE WORK POLICY

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### Purpose

In compliance with the following:

- *Fair Labor Standards Act*
- *Illinois Wage Payment and Collection Act*
- *Americans with Disabilities Act*

Rock Valley College recognizes that certain employees may need to work at alternate work locations as a regular part of their duties or for a short period of time, including without limitation to accommodate emergency situations such as temporary campus or building closures. This policy will govern the conditions under which certain employees work at alternate work locations for all or part of their scheduled work week. Remote work arrangements may also be granted on a case-by-case basis at the request of an employee for a short duration or considered as a reasonable accommodation for qualifying employees.

### Scope and Enforcement

This Policy applies to all employees for employment of Rock Valley College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources, is responsible for policy interpretation, administration, and enforcement, consistent with the College's Remote Work administrative procedures.

### Definitions

**Alternate work locations:** approved locations, other than the employee's central workplace, where official College business is performed, such as satellite campuses.

**Central workplace:** an employer's place of work where the employee is normally scheduled to work.

**Remote work:** performing job duties for the College at locations other than the employee's central workplace, subject to the approval described in this policy.

### Policy

Remote work is often a temporary work arrangement, and it is appropriate for only some employees and positions. No College employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions may be ineligible for remote work, while others may require remote work on a regular basis. Supervisors will consult with the HR department to determine a position's eligibility for remote work arrangements. For employees in eligible positions, supervisors will consult with the HR department to decide whether to approve remote work on a case-by-case basis, taking into consideration the likelihood of the employee succeeding in a remote work arrangement and the supervisor's ability to manage remote workers, among other relevant factors.

Employees who are approved to work remotely must perform essentially the same work they would perform in the central workplace in accordance with their same performance expectations and other agreed-upon terms. The College may require alternative timekeeping or other accountability measures as a condition of a remote work arrangement. An employee's classification, compensation, and benefits will not change for an employee approved for remote work.

When the College requires an employee to work remotely and does not provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover some portion of cell phone plan and/or internet expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures. Employees are not eligible for reimbursement unless the College authorized or required the expenses and the employee submits a reimbursement request to the HR Department pursuant to those procedures.

Reference: Board Report 7735  
Implemented: July 28,  
2020 Revised:

[Link to Administrative Procedures](#)