Rock Valley College

RVC Board Policy 3:10.160

Remote Work

Purpose

Rock Valley College recognizes that certain employees may be permitted to work remotely as a regular part of their duties or for a short period of time, as long as the employee's performance or efficient operation of the College is not adversely affected. This policy will govern the conditions under which certain employees work at remote work locations for all or part of their scheduled work week. Remote work arrangements will be granted by the College on a case- by-case basis.

Scope and Enforcement

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

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 as well as to decide whether to approve remote work for individual employees on a case-by-case basis. The College reserves the right to revoke approval for remote work at any point because of concerns with an employee's performance or for operational reasons.

Employees who are approved to work remotely must perform the same work they would perform in the central workplace in accordance with their job description, established performance expectations, and any other agreed-upon terms and conditions of their employment. 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 upon approval for remote work.

When the College requires or permits an employee to work remotely and is not able to provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover eligible expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures.

Reference: Board Report 7735, 8377
Implemented: July 28, 2020
Revised: April 28, 2026

RVC is an equal opportunity educator and employer.