

Remote Work Policy

RVC Administrative Procedure (3:10.160)

Purpose

To establish consistent processes, roles, expectations, and accountability measures for administering remote work arrangements at Rock Valley College (RVC). This procedure supports operational effectiveness, employee accountability, and compliance with applicable laws and College policies.

Scope

This procedure applies to all Rock Valley College employees, supervisors, Vice Presidents, and Human Resources staff involved in requesting, approving, administering, or monitoring remote work arrangements.

Definitions

Remote Work: Performing job duties for the College at an approved location other than the employee's central workplace.

Remote Work Location: An approved, private, and confidential location where College business is conducted.

Central Workplace: The primary College work location where the employee is normally scheduled to perform duties.

Remote Work Agreement & Accountability Form: The required College form documenting approved remote work expectations, responsibilities, and accountability measures.

A. General Provisions

1. Remote work is a revocable privilege and not a right or entitlement.
2. Not all positions or employees are eligible for remote work.
3. Remote work arrangements may be modified or revoked at any time based on operational needs, performance, or compliance.
4. Employees approved for remote work remain subject to the same performance standards, policies, and conditions of employment as on-campus employees.
5. **Black-out Dates and other remote work schedule Exclusions:** Supervisors may require employees to report to a central workplace as needed for work- related meetings or other events or may meet with employees in the alternate work location as needed to discuss work progress or other work- related issues, even if the meeting or event falls on the approved remote work day. Anticipated black-out dates whereby an employee is expected to be on campus include one full week prior to the start of Fall and Spring semester, the first full week of Fall and Spring semester, and finals week of Fall and Spring semester. Employees must also adhere to any department specific black-out dates.

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6. During certain weeks of the year, employees may request an alternate remote work day. Approval is subject to the operational needs of the College and may not always be granted. Requests associated with holidays or the use of paid time off (PTO) are subject to the same approval standards. If approved, any alternate remote work day must be used within the same workweek and may not be carried over to a different week.
7. **Use of Leave:** Remote work is not leave and is not a substitute for full-time sick leave or Workers' Compensation leave. However, the College may offer a remote work arrangement as a reasonable accommodation for qualifying employees.
 - a. Human Resources must be consulted for any employee requesting a remote work arrangement in conjunction with a request for an accommodation under the Americans with Disability Act (ADA). Please refer to section F below for requesting an accommodation.
 - b. Furthermore, remote work is not designed to be a replacement for appropriate child or elder care.
 - c. At no time is an employee who is approved to work remotely allowed to simultaneously work for another employer during their remote work shift.

B. Eligibility

Eligible Positions

1. Remote work eligibility is determined by supervisors in consultation with their Vice President and Human Resources.
2. Positions may be deemed ineligible based on operational requirements, direct service responsibilities, or location-specific duties.
3. These procedures are intended for members of the SSA, PSA, ESP, and ADM work groups. The collective bargaining agreement for the Faculty Association (the "CBA") outlines, and the extent to which Faculty are required to be on-campus for meetings, professional development, in-person instruction, and office hours.
4. Several factors will be considered in determining the appropriateness of remote work including:
 - the College's ability to supervise an employee adequately and whether any duties require use of certain equipment or tools that cannot be replicated remotely;
 - if there is a need for face-to-face interaction and coordination of work with other employees;
 - if in-person interaction with outside colleagues, clients, or customers is necessary; if the position in question requires the employee to have immediate access to documents or other information located only in the workplace;
 - if the remote work arrangement will impact service quality or College operations, or increase workload for other employees;
 - if the position can be structured to be performed independently of others with minimal need for support and little face-to-face interaction; and

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- if performance can be measured by quantitative or qualitative results-oriented standards, not time spent doing the job.

Eligible Employees

To be considered for remote work, employees must generally meet the following criteria:

1. Be a full-time hourly or salaried employee.
 - o CPT, PT, student workers, and Temp employees are not eligible for REMOTE work.
2. Not be within an initial probationary period. If the employee transitions internally to a new role, it is at the supervisor's discretion not to be subject to the wait time to apply for remote work.
3. Have no active formal disciplinary action on file. This means that any prior disciplinary action occurred at least 16 weeks ago, with no additional disciplinary actions taken during that period. If the disciplinary action included a Performance Improvement Plan (PIP), at least 16 weeks have passed since the plan was implemented, the employee demonstrated sustained improvement, and the plan was successfully closed with no further corrective action required.
4. Demonstrate the ability to work independently and productively.
5. Attest to maintaining a secure, private, and distraction-free remote work environment suitable for confidential College business.
6. The employee and their supervisor have reviewed and completed the Remote Work Agreement & Accountability Form.

C. Procedure

1. Request Submission

1. Employees requesting remote work must complete the Remote Work Agreement & Accountability Form.
2. Employees must acknowledge all expectations and complete required training prior to approval.

2. Review and Approval

1. The supervisor, in consultation with their Vice President, will:
 - o Evaluate position and employee eligibility.
 - o Assess operational impact and coverage needs.
 - o Establish clear productivity and accountability expectations.
 - o Approve, modify, or deny the request and document the decision.
2. All approved or denied requests must be forwarded to Human Resources for verification of documents, final review, approval or denial and final recordkeeping.

3. Schedule and Hours of Work

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1. Approved remote work must align with the College's standard hours of operation (8:00 a.m. – 5:00 p.m.), including required breaks.
2. Meal Periods: Employees who have been approved to work remotely for a typical eight-hour shift will adhere to their normal meal period arrangement as if working on campus, typically 30 minutes or one hour in duration, and that time is unpaid.
3. Remote work does not change the total number of hours an employee is expected to work.
4. Non-exempt employees must accurately record all hours worked in accordance with College timekeeping requirements.
5. Hours worked in excess of those specified in the remote work agreement will require the advance approval of the supervisor.

4. Communication and Availability

Employees working remotely must:

1. Remain accessible during approved work hours.
2. Attend required virtual and in-person meetings.
3. Maintain accurate Outlook calendars and appropriate Microsoft Teams status. Outlook calendars will be set to "working elsewhere" when working on their remote day.
4. Utilize required College systems, including Zulu, VPN (Banyan), and department-specific tools.
5. Respond to communications within supervisor-defined timeframes.

Remote work does not exempt employees from reporting to campus when required.

5. Productivity and Accountability

1. Supervisors will define measurable productivity expectations for remote work.
2. Performance may be evaluated based on work output, timeliness, quality, and use of approved tracking tools.
3. Failure to meet expectations may result in modification or revocation of remote work privileges.

6. Professional Conduct

Employees approved for remote work must:

1. Maintain the same level of professionalism expected in the central workplace.
2. Work in a confidential, distraction-free environment.
3. Dress appropriately for virtual meetings.
4. Understand that remote work is not a substitute for dependent care.
5. Notify supervisors promptly when leave is required.
6. Maintain the ability to report to campus on short notice when operationally necessary.

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7. Equipment, Safety, and Costs

1. Employees may use College-issued equipment for legitimate College business.
2. Employees are responsible for protecting College equipment from loss, damage, or unauthorized use.
3. The College is not responsible for costs associated with home utilities, maintenance, or personal equipment unless authorized.
4. The College assumes no liability for damage to an employee's personal property resulting from participation in remote work.
5. **Safety:** Employees agree to practice the same safety habits they would use in their central workplace at the College and to maintain safe conditions in their remote work locations. Employees must follow normal procedures for reporting illness or work-related injury.

8. Data Security and Confidentiality

Employees must:

1. Safeguard student, employee, and institutional data.
2. Avoid public Wi-Fi unless in a private space securely connected through the College VPN.
3. Comply with FERPA, HIPAA, and all College IT security requirements.
4. Follow all applicable Board Policies, Administrative Procedures, and Standard Operating Procedures.

9. Training Requirements

Prior to approval, employees and supervisors must complete required remote work training, including:

1. Microsoft Teams Best Practices
2. Zulu Best Practices
3. Remote Work Best Practices

10. Reimbursement of Authorized Expenses

1. Reimbursement or allowances may be provided only when remote work is required by the College and expenses are pre-authorized.
2. Employees must submit reimbursement requests with documentation to their department supervisor for review and approval through the leadership chain of command within required timeframes.
3. Misrepresentation of expenses may result in disciplinary action, up to and including termination.

11. Modification or Revocation

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1. Remote work arrangements may be modified or revoked at any time due to operational needs, performance concerns, or non-compliance.
2. Employees whose remote work privileges are revoked may be ineligible for remote work for a minimum of sixteen (16) weeks and must repeat the request process for reconsideration.

D. Enforcement and Appeals

1. Employees are encouraged to discuss concerns with their supervisor.
2. An informal review may be requested through Human Resources.
3. Remote work decisions are not subject to the grievance process.

E. Temporary Remote Work Arrangements

1. Remote work arrangements are approved on a temporary case by case basis and reviewed periodically.
2. Approval is typically limited to up to one day per week unless otherwise authorized by Human Resources.

Extended or exceptional arrangements require Human Resources approval and are generally time-limited.

F. Process to request Remote Work (related to an accommodation under the ADA)

1. Complete the Remote Work Agreement & Accountability Form.
2. Sign the Remote Work Agreement & Accountability Form to acknowledge your understanding and acceptance of:
 - a. The Board Policy Manual, and expectations to adhere to all Board Policies.
 - b. The Remote Work Administrative Procedures, including the voluntary nature of your request, and the authority the College maintains to discontinue these Administrative Procedures at any time.
 - c. During certain weeks of the year, Supervisors may need to adjust your requested schedule to meet the needs of the College.
 - d. Remote Work Etiquette expectations.
 - e. Depending on the needs of your department, certain additional blackout dates/exclusions may apply.
 - f. In order to continue to remain eligible to work remotely, you must maintain adequate work performance and be able to fulfill your work assignments.
3. Submit the completed Remote Work Agreement & Accountability Form to your supervisor.
4. Your supervisor will seek approval with their leadership team up to and including the Vice President of your Department/Division to ensure both the employee and the position is eligible to work remotely.

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5. If approved by the leadership team, the Supervisor will forward the Remote Work Agreement & Accountability Form to the Benefits and Wellness Coordinator.
6. In conjunction with the Benefits and Wellness Coordinator, the employee and their healthcare provider will complete the necessary documentation to certify your request for an accommodation
 - a. At no time shall an employee be allowed to work remotely during their ADA accommodation request review period.
7. The Human Resources Benefits and Wellness Coordinator will communicate with you and your supervisor regarding the approval or denial of your request.
8. Reimbursement or allowances may be provided only when remote work is required by the College and expenses are pre-authorized.
9. Employees must submit reimbursement requests with documentation to Human Resources within required timeframes.
10. Supervisors will be accountable to ensure that work etiquette is being adhered to, and performance standards are being performed at an acceptable level.

Collective Bargaining Agreements

Should a conflict in the language exist between a Collective Bargaining Agreement (CBA) and the Administrative Procedures for this policy, language from the CBA shall prevail.

Reference/Implemented: BR #7735 (July 28, 2020)

Revised: December 19, 2025