



# Operating Standard

**Title:** Alternate/Remote Work Assignment

**Number:** A4100.50

**Type:** Administrative

**Responsible:** CHRO; Executive Director, Human Resources

**Related Policies:** [B3001](#), [B3003](#), [B3004](#), [A4000](#), [A4100](#), [A4200](#), [A4300](#), [A4400](#)

**Linked Operating Standards:**

**Related Laws:** [Title IV](#), [Title VII](#), [FLSA](#)

**Related External Standards:** None

**HLC Criterion:** 1C, 2A, 4B

## 1.0 Statement

Shawnee Community College values adaptability, inclusion, collaboration, and service excellence. When operationally feasible, alternate and remote work arrangements can improve adaptability and stewardship of college resources. This standard ensures these arrangements are applied equitably and consistently, balancing flexibility with accountability to support student success and institutional priorities.

## 2.0 Purpose & Scope

- **Purpose:** To provide guidance on eligibility, guidelines, and procedures for alternate and remote work assignments.
- **Scope:** This standard applies to all Shawnee Community College employees, unless superseded by law, by contract, or by another established College policy or operating standard.

## 3.0 Definitions

- **Alternate/Remote Work Assignment:** Performing job duties at a location other than the primary worksite.
- **Alternate/Remote Work Agreement:** Documented terms and deliverables for off-site work.
- **Alternate Work Location:** College-owned or leased site other than the primary worksite.
- **Deliverables:** Specific measurable tasks or outcomes.
- **Equipment:** College-issued devices, tools, or resources.
- **Incidental Alternate/Remote Work:** Short, occasional assignments lasting less than one workday and directly supporting operational needs (e.g., working from an extension center after a morning meeting, or completing the day remotely following a college-related appointment) may be approved at the supervisor's discretion. These incidental assignments do not require a formal agreement; however, they must maintain expected availability and deliverables. The supervisor must notify Human Resources when an employee is working from an alternate work location.

- **IT Security Protocols:** College-issued Virtual Private Network (VPN) for secure handling of information.
- **Operational Need:** A job-related requirement for off-site work that directly supports the College's mission, operations, or service delivery, subject to the guidelines noted in Section 6.0.

Examples include, but are not limited to: (a) providing coverage for College programs or services at an extension center or other College site; (b) attending community, government, or industry meetings directly related to College business; (c) completing projects or tasks requiring uninterrupted focus that cannot be reasonably accomplished at the primary work location; (d) working remotely due to temporary conditions at the primary site (e.g., facilities disruption, or health and safety concerns) that make remote work the most effective option.

Personal convenience, such as proximity to an employee's residence or avoidance of commuting, is not considered an operational need.

- **Primary Work Location:** The location of the employee's assigned office or work area.
- **Remote Work Location:** Non-College site (e.g., employee's home) approved for work.
- **Recurring Alternate/Remote Work:** Requests exceeding four consecutive weeks or more than two days per week on an ongoing basis are considered recurring arrangements.
- **Temporary Alternate/Remote Work:** Short-term off-site work, generally lasting more than one day but less than four consecutive weeks, to meet operational needs (e.g., coverage at an extension center, facilities issues at the primary site, or short-term projects requiring off-site focus). Temporary arrangements require supervisor approval and notification to Human Resources for tracking purposes. Human Resources maintains the record but does not separately approve these assignments unless otherwise required

#### 4.0 Roles & Responsibilities

- **Employees:** Follow all policies, maintain deliverables, safeguard College property, and remain available during work hours.
- **Supervisors:** Evaluate operational needs, review and approve agreements, monitor performance, and provide notice for on-site work. Ensure requests are reviewed fairly and documented in alignment with this operating standard.
- **Human Resources:** Maintain agreements, provide guidance, train supervisors, and review data for institutional reporting. Human Resources also ensures approvals and denials are applied consistently across departments and in compliance with applicable laws and College policy.
- **President:** Serves as the final reviewer for appeals or exceptions to this operating standard. The President may approve or decline arrangements only when the request has been escalated beyond the supervisor and Human Resources levels.

## 5.0 Procedures

1. **Request Submission:** The employee must complete an Alternate/Remote Work Agreement outlining the location, purpose, frequency, and duration of the arrangement. Requests for alternate or remote work as a reasonable accommodation under the ADA must be submitted directly to Human Resources and will follow the College's established ADA accommodation process. These requests are separate from requests made for operational flexibility.
2. **Supervisor Review:** The supervisor confirms eligibility, defines deliverables, and forwards the request to Human Resources. Approval or denial by the supervisor will include a brief written rationale tied to essential job duties and operational needs.
3. **Human Resources Processing:** Human Resources reviews supervisor approvals or denials to ensure compliance, consistency, and equity across departments.
4. **Renewal:** Agreements are valid for up to four consecutive weeks and require review for renewal. In the event of a declared emergency or College closure, supervisors may activate or suspend alternate/remote work without the standard notice or renewal process, following the College's Emergency Operations Plan.
5. **Recordkeeping:** Supervisors must maintain accurate records of all approved recurring, temporary, and incidental alternate/remote work arrangements, and all such assignments must be reported to Human Resources.
6. **Termination:** The College may revoke any arrangement at any time based on operational needs, compliance issues, or violations of College policy or operating standards. While the College will make reasonable efforts to provide at least five (5) business days' notice, arrangements may be terminated immediately in cases of operational emergencies, policy violations, or risks to the College's institutional interests.
7. **Appeal:** Employees may appeal denied requests. Human Resources will first review the appeal to ensure the decision complies with policy, law, and equity standards. If the issue remains unresolved, the employee may submit a final appeal to the President within (10) business days. The President's decision is final.

## 6.0 Guidelines

- **Eligibility Requirements:** Performance meets expectations, and there are no current disciplinary actions.
- **Uninterrupted Focus Request:** Requests based on the need for uninterrupted focus may be approved only if they meet all of the following criteria: (a) the request identifies the specific task(s), expected deliverables, and the duration; (b) deliverables are reviewed by the supervisor upon completion; (c) the request does not exceed two days per month unless part of a recurring agreement; and (d) the request excludes routine tasks that can be reasonably performed at the primary worksite.

Focus-based requests are intended for temporary or incidental use and should not be used as the sole justification for recurring alternative or remote work agreements.

- **Return to Campus Requirement:** Employees must return to their primary worksite within 24–48 hours when directed by their supervisor, unless an immediate return is required for student service needs, safety concerns, or operational emergencies. Employees who are unable to return as directed must use their appropriate leave time.

- **Equipment Cost:** The College will cover technology costs only when needed for ADA accommodations. ADA-related equipment will be evaluated and provided as part of the College's accommodation process.
- **IT Security:** Employees must comply with college security protocols and FERPA when working off-site. If the remote work deliverables require Virtual Private Network (VPN), you must use college-issued equipment.
- **Safety:** Employees are responsible for safeguarding College property.
- **Liability:** The College is not liable for injuries to non-employees at alternate or remote work locations. The College is not responsible for costs, damages, or losses resulting from the termination of an alternate/remote arrangement. Worker's Compensation benefits apply only to injuries that arise out of and in the course of employment, in accordance with state law and College operating standards.
- **Use of Time:** Non-exempt employees must use the College's designated timekeeping system to record remote hours, ensuring compliance with the FLSA and ICCB regulations. All hours worked must be accurately documented. Any overtime or schedule changes require prior approval from your supervisor. Employees are responsible for ensuring that dependent care arrangements do not interfere with work duties, and personal business is not permitted during scheduled work hours.
- **Availability:** Employees must remain reachable by phone, email, or Zoom during scheduled hours.
- **Periodic Review:** Arrangements are reviewed every four weeks to ensure alignment with performance and departmental priorities.

## 7.0 SCCES Connections

This Operating Standard supports SCCES elements related to workplace culture and operational effectiveness.

## 8.0 Monitoring Report Connections

This Operating Standard provides evidence for Board Monitoring to support operational efficiency and institutional responsiveness.

## 9.0 Data Collection & Review

- **Review Cycle:** At least every three years, or sooner if legal or operational needs require.
- **Data Collection:** Human Resources will track usage, evaluate compiled data for patterns, and make recommendations.

Change Log		Governance Unit: Human Resources Council	
Date	Description of Change		
12.04.25	Initial Adoption		