



<p align="center"><b>Policy Title</b> Off Site Work Option Full- and Part-Time Staff</p>	<p align="center"><b>Original Adoption Date</b> 01/19/2015</p>	<p align="center"><b>Policy Number</b> HR-715</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Chief of Human Resources &amp; Talent Development</p>	
<p align="center"><b>Policy Statement</b></p> <p>From time to time it may be determined by the manager and the employee that the work they need to complete (special projects, reports, etc.) needs to be completed off site. The employee and the manager will utilize the following process when utilizing the alternative Off Site Work Option.</p> <p><b>Customers/Work Team</b></p> <ul style="list-style-type: none"> <li>• Employees' email and phone reflect they are working from home. Employees need to be accessible to staff and customers through the normal LTC communications (e-mail, phone and/or instant messaging).</li> <li>• Employee's calendar has been "shared" with all LTC staff so it can be accessed and viewed.</li> <li>• Internal customers have been advised of the employee working from home.</li> <li>• Team members have been cross trained and may be asked to accept additional responsibilities if necessary.</li> </ul> <p><b>Guidelines</b></p> <ul style="list-style-type: none"> <li>• All files, documents, materials, etc. belonging to LTC will not be removed from the colleges unless authorized by the employee's manager.</li> <li>• All confidential materials will not be downloaded or printed at the alternate worksite.</li> <li>• The employee needs to manage dependent or personal care responsibilities. All primary care for any child under the age of 10, disabled child or elderly adult in the home must be provided by a person other than the employee during the employees established work hours.</li> <li>• In cases requiring resolution assistance, consult with the LTC Human Resources Department.</li> </ul>		
<p align="center"><b>Reason for Policy</b></p> <p>The Off-Site Work Option Policy allows Lakeshore Technical College (LTC) to meet customer needs and offer superior service while allowing employees some scheduling flexibility. It is the policy of LTC to support the use of off-site work options in order to maximize the employment options available to existing and potential employees; to increase college efficiency and service to the public; and to promote energy conservation, employee morale and productivity.</p>		
<p align="center"><b>Historical Data, Cross References and Legal Review</b></p> <p><b>Reviewed/Revised: 01/19/2015; 8/29/2017</b>  <b>Legal Counsel Review and Approval: N/A</b>  <b>Board Policy: III.B. People Treatment</b></p>		
<p align="center"><b>Definitions</b></p> <p>Off Site Work Option is an alternative site to work other than the standard on campus work schedule.</p>		