



<b>Policy Title</b> Off Site Work Options Policy	<b>Original Adoption Date</b> 01/19/2015	<b>Policy Number</b> HR-715
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Executive Director of Human Resources	
<b>Policy Statement</b>		
<p>LTC offers the possibility of working remotely on a temporary basis to employees whose work can be seamlessly performed at locations other than workspaces provided by the College.</p> <p>Managers, in consultation with Human Resources, and their Leadership Team member are authorized to approve temporary remote work arrangements. Managers and support staff may be eligible for consideration for remote work after successful completion of a 6-month probationary period. In addition to holding a position with responsibilities appropriate for remote work, employees are expected to have the discipline and the ability to demonstrate success in a remote work arrangement. Employees are expected to work during LTC business hours.</p> <p>Remote work does not change the terms of conditions of employment or required compliance with College policies, procedures, and work rules. Employees are required to maintain a professional work environment when working remotely. An accepted definition of a professional work environment is maintaining the ability to communicate with internal/external customers and participate in conference calls without distractions or interference. Anything that might cause disruption in a remote location should be proactively addressed. Remote work arrangements are not intended to enable employees to provide care or perform other work unrelated to their employment during work time. An employee's schedule may be modified to accommodate child, spouse, or elder care needs, but the focus of the arrangement must be job performance.</p> <p>LTC's liability coverage does not extend to the employee's home or other remote work location. The college may require the employee to obtain personal insurance to cover college owned equipment. All employees working remotely are expected to ensure the protection of proprietary and confidential College, student, and employee information. Steps may include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, and any other appropriate measures. The College will not purchase or reimburse employees for any expense associated with this benefit including, but not limited to the cost of an internet service provider, internet use, or phone expenses.</p> <p>Any remote work agreement may be discontinued at any time at the request of either the employee or the manager.</p> <p>In order to attract and retain top talent, the President may authorize an employee to work remotely on a permanent basis.</p>		
<b>Reason for Policy</b>		
<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>		
<b>Historical Data, Cross References and Legal Review</b>		



**Reviewed/Revised: 01/19/2015; 8/29/2017; 6/13/19**

**Legal Counsel Review and Approval: N/A**

**Board Policy: III.B. People Treatment**

**Definitions**

Off Site Work Option is an alternative site to work other than the standard on campus work schedule.