



Policy Number and Title:	300.212 BMCC Remote Work Policy		
Approval Authority:	BMCC Board of Regents	Date Effective:	03/18/2022
Responsible Office:	Human Resources Department	Responsible Office Contact:	Director of Human Resources Department

1. **POLICY STATEMENT/REASON FOR POLICY**

The purpose of this policy is to allow Bay Mills Community College (BMCC) employees to work at alternate work locations for part of their workweek. BMCC acknowledges benefits for both the employee and the employer for working remotely, including cost-effectiveness, mental health benefits, increased productivity, reduction in turnover, and improved employee morale.

2. **ENTITIES AFFECTED BY THIS POLICY**

All BMCC Departments.

3. **WHO SHOULD READ THIS POLICY**

All BMCC employees.

4. **WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. **FORMS/INSTRUCTIONS**

BMCC Remote Work Agreement.

6. **HISTORY**

-Created: 03/18/2022; Revised 12.12.2022 Remote Work Form

-Next Review Date: 03/18/2025

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

300.212 BMCC REMOTE WORK POLICY

I. Purpose

The purpose of this policy is to allow Bay Mills Community College (BMCC) employees to work at alternate work locations for part of their workweek. BMCC acknowledges benefits for both the employee and the employer for working remotely, including cost-effectiveness, mental health benefits, increased productivity, reduction in turnover, and improved employee morale. Therefore, BMCC will implement a remote work policy and grant approval for remote work assignments in certain situations in accordance with the remote work procedures as detailed in Appendix A.

II. Scope

This policy applies to BMCC employees. Remote work is a voluntary work alternative that is appropriate for some employees and some jobs but not all positions. No BMCC employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions are ineligible for remote work.

III. Policy

It is the policy of BMCC to provide for the administration of a remote work program, which permits remote work arrangements when it is in the best interests of the college.

BMCC encourages all supervisors to review the responsibilities of their departmental unit and, when appropriate, allow their employees to work remotely when the mission of the department can be accomplished without being physically present in the workplace.

Employees who are allowed to work remotely must comply with all BMCC rules, policies, practices, and instructions including following college approved security procedures to ensure confidentiality and security of data. Employees must safeguard college information used or accessed while working remotely, in accordance with the college's policies and federal laws and regulations (FERPA, HIPAA, Federal Financial Aid, etc.). BMCC employees who work remotely understand that violation of BMCC policies may result in termination of remote work privileges and discipline.

Remote work does not change the basic terms and conditions of employment with the College. Remote work assignments do not change an employee's classification, compensation, or benefits. The accrual and charging of leave time is subject to the same policies and procedures applicable to non-remote work employees.

The employment relationship between the College and each of its employees may be terminated in accordance with applicable policies found in the BMCC Personnel Manual. Remote work assignments are not contracts or promises of employment. Nothing in a remote work assignment guarantees employment for any specific term, nor alters the current nature of employment.

This policy is at the College's discretion and the opportunity to work remotely may be withdrawn at any time. The Remote Work Agreement may be modified or terminated for performance concerns, changing business needs, by employee request, or any other non-discriminatory or retaliatory reason. Employees who are approved for remote work will be required to sign a Remote Work Agreement with the College consistent with this Policy (see Appendix C).

IV. Emergencies

In the event of emergency, the President is authorized to establish remote work arrangements with qualified employees for a limited duration to maintain college operations. Emergencies are defined as, but not limited to pandemics, fire, weather events or other significant disruption to college facilities or the physical operations of departments. Such arrangements are intended to allow for effective response to such disruptions and to maintain critical functions, operations and services. These remote work arrangements are to be maintained only until normal operations can be restored at the central workplace. Employees should still complete and submit remote work agreements in this situation.

APENDIX A
BMCC REMOTE WORK POLICY PROCEDURES

- (1) Remote work is defined as one or two regularly scheduled work days per week where an employee completes all work assignments from home.
- (2) Remote work is not an alternative to personal or vacation leave, nor is it sporadic.
- (3) **Eligibility.** An employee with a superior work and attendance record who can successfully work remotely.
- (4) **Ineligibility.** Certain positions are not eligible for remote work and may include:
 - a. Supervisors, department heads, and others who must be on-site to provide supervision, mentorship, and guidance.
 - b. Work positions that must be performed on-site (reception staff, maintenance staff, etc.).
 - c. Administrative positions that must be present on campus (President and others).
- (5) **Authorization.** The supervisor and President must authorize all remote work assignments. The supervisor may deny approval for any employee who was unsuccessful in a prior remote work arrangement, has a poor attendance record, or is otherwise unable to complete their work.
- (6) **Departmental Staffing.** Each department shall have at least one departmental member in the office every day of the week, and there should be at least one day each week that ALL members of the department are present in the office. All persons on an approved remote work schedule must be available for immediate communication throughout the entire business day. Employees on a remote work assignment who are not available for work on that day must seek approval for paid leave. Once a departmental schedule is approved and to ensure consistency, employees may not swap or change days without Presidential authorization (see sample schedules Appendix B).
- (7) **Mandatory On-Campus Schedule.** All employees must be present on campus during the first three weeks of the fall and spring semesters and the last two weeks of each semester.
- (8) **Supervision.** Supervisors should regularly communicate with each staff member on their remote days Employees should have established due dates for regular duties, projects, and assignments.
- (9) **Systems Support for Remote Work and Communication.** Technology is in place to facilitate remote work. Each staff member was issued a laptop, keyboard/mouse, large monitor, and printer/scanner. BMCC employees can communicate through phone, text, email, Microsoft Teams, or Zoom. BMCC has also established online software platforms to conduct business, including Zoom, Microsoft Teams, Epicenter, Empower, and Centillion.

- (10) **Internet Access.** Remote work employees must acquire and maintain internet access at their own expense before being approved for remote work. BMCC will not pay for home internet access costs.
- (11) **Communication.** Staff members shall communicate through existing technology (phone, text, email, Zoom, or Microsoft Teams). Departments should have weekly office meetings to ensure effective teamwork and communication. In addition, remote work employees must be immediately available for students, colleagues, and external vendors as if they were performing work in the office.
- (12) **Documentation.** Employees will sign a remote work agreement. If an employee fails to comply with the requirements of the remote work policy, they will immediately return to 100% in-person work and potentially face disciplinary action.
- (13) A supervisor (or department head) may approve particular remote work assignments as an alternative for short-term leave on a limited case-by-case basis. Such cases may include, but are not limited to:
 - a. Where an employee must stay home with a sick child or dependent but are well enough to perform work.
 - b. When an employee takes partial time off for an appointment and returning to the worksite would be an inefficient use of time.
 - c. Where an employee must be absent from the worksite but can perform work remotely.

APPENDIX B
SAMPLE SCHEDULES & AGREEMENT

Sample 1 Departmental Remote Work Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Person 1	Remote	Remote	In-Person	In-Person	In-Person
Person 2	Remote	In-Person	In-Person	In-Person	Remote
Person 3	In-Person	Remote	In-Person	Remote	In-Person
Person 4	In-Person	In-Person	In-Person	Remote	Remote
Person 5	In-Person	Remote	In-Person	Remote	In-Person

Sample 2 Departmental Remote Work Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Person 1	In-Person	In-Person	In-Person	Remote	Remote
Person 2	Remote	In-Person	In-Person	In-Person	Remote
Person 3	Remote	In-Person	In-Person	Remote	In-Person
Person 4	Remote	In-Person	Remote	In-Person	In-Person
Person 5	In-Person	In-Person	In-Person	In-Person	Remote

APPENDIX C
BMCC REMOTE WORK AGREEMENT
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BAY MILLS COMMUNITY COLLEGE REMOTE WORK AGREEMENT

Full Name: _____

Position: _____

This remote work agreement is effective for one semester, beginning ____/____/____ (first date of semester) and ending on ____/____/____ (final date of semester).

Proposed Remote Work Schedule

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Sample Schedule</i>	<i>Remote 8 a.m. to 4:30 p.m.</i>	<i>Remote 8 a.m. to 4:30 p.m.</i>	<i>On Campus 8 a.m. to 4:30 p.m.</i>	<i>On Campus 8 a.m. to 4:30 p.m.</i>	<i>On Campus 8 a.m. to 4:30 p.m.</i>	<i>OFF</i>	<i>OFF</i>

Staff & Administration

An in-person workday begins and ends at the employees regularly scheduled time, typically 8:00 am to 4:30 pm. If an employee is not on time, leaves early, or needs to take time off, they must submit a time-off request in BambooHR and record the time used on their timesheet.

A remote workday also begins and ends at the employee’s regularly scheduled time, typically 8:00 am to 4:30 pm. An employee should be signed into Microsoft Teams, have their phone forwarded, and be working during those times. If an employee needs to take time off during their remote workday, they must submit a request for time off to BambooHR and record the time used on their timesheet.

Staff & administration employees are eligible to request up to 2 days per week of remote work, subject to approval from their supervisor. A typical work week includes 40 hours. Certain positions are not eligible for remote work.

Faculty

BMCC Faculty must request approval for remote work each semester prior to the course schedule being published so that course schedules can be adjusted appropriately. Alternative educational delivery (zoom courses, hybrid options, etc.) must be reviewed and approved by the VP of Academic Affairs. Faculty employees are eligible to request up to 2 days per week of remote work subject to the approval of the VP for Academic Affairs. While a typical work week includes 40 hours, it is understood faculty schedules are flexible and will fluctuate according to course schedules, posted office hours, and student needs. Certain programs are not eligible for remote work.

Mandatory On Campus Schedule

It is mandatory for all staff, administration, and faculty employees to work on-campus for the first 3 weeks and final 2 weeks of each semester, regardless of remote work arrangements. The first 3 weeks and final 2 weeks of the semester are also called “blackout dates” and include Friday. If an employee cannot be present on campus during the blackout dates, they must submit a time-off request in BambooHR and record the time used on their timesheet.

Authorization & Acknowledgment

I agree to comply with the remote work schedule as listed below and post it outside my office door so that it is easily viewable by students and guests.

I understand that good work attendance is essential. I understand that I must be on time and accessible for all workdays. If I cannot work my normally scheduled work hours, I will submit a time off request through Bamboo HR. I understand that my remote work schedule will be revoked if I fail to complete job assignments, fail to be accessible, or fail to document being late or leaving early, fail to make time off requests in BambooHR, and fail to record my leave time on the timesheet.

I understand that my remote work agreement is not in effect until the employee and supervisor have been notified by Human Resources.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____ Approved: Yes No

President Signature: _____ Date: _____ Approved: Yes No

HR Director Signature: _____ Date: _____ Approved: Yes No