



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Remote Work Policy - Pilot Program
Code	AP 7280
Status	New
Office	Vice Chancellor Human Resources
Next Review	January 2, 2023

The Foothill-De Anza Community College District supports remote work where it is a viable option that facilitates the delivery of high-quality support and services. The district recognizes the benefits of such opportunities for employees when both district and employee needs can be addressed.

The use of a Remote Work Agreement can assist management and employees in economically and effectively accomplishing the mission of the district in many ways, such as: improve program effectiveness and employee productivity and morale; reduce absenteeism; promote employee health and wellness; improve employee recruitment and retention; and effectively continue business a part of a disaster recovery or emergency plan.

The employee's primary work site is considered the physical district location that the employee is primarily assigned. The alternate work site for the remote work assignment will be determined by the employee. Remote work is not an entitlement, it is not a districtwide benefit, and in no way changes the terms and conditions of employment with Foothill-De Anza Community College District.

Remote work may be suitable for some employees. Suitability may also be based on the job responsibilities of the position. Before entering into a Remote Work Agreement, suitability will be determined by evaluating the total suitability of such an arrangement to include employee suitability, job suitability, and equipment needs.

It should be noted that the remote work performed because of the COVID-19 pandemic should not be precedent setting. This procedure supplements and does not replace District policies and procedures governing other employment policies and procedures and safety measures.

Definitions

Alternative Work Site - An acceptable non-District-controlled location for performing job duties and responsibilities

Employee - Any member of the district workforce: all staff (regular full-time, regular part-time, temporary, probationary), all student employees, all faculty (full-time, part-time, adjunct), all administrators, including interim.

Employee Suitability – Supervisors, appropriate administrators and employees will need to assess the needs and work habits of the employee to determine if they are deemed suitable for remote work. Some characteristics of employee suitability may include but are not limited to:

- Requires minimal supervision
- Has a full understanding of the operations of the organization

- Requires minimal social interaction
- Has a high level of job knowledge and skill
- Prefers alternative office environments at least sometime
- Is self-motivated
- Wants to work remotely
- Is well organized
- Demonstrates a high level of productivity
- Is comfortable working alone
- Has a reliable work history
- Trusts supervisors
- Establishes priorities and manages time
- Likes to work independently
- Writes a to-do list for each workday
- Schedules/plans work ahead
- Knows job goals and objectives
- Keeps in touch with supervisor
- Informs supervisor when a deadline can't be met

Position Suitability - A position can be considered suitable for remote work if some or most of its responsibilities can be performed away from a physical district work location. The change in work location should not impact productivity, customer service, operational efficiency, or team collaboration. Determination is based on the type of work.

Remote Work - This is defined as a periodic work away from the normal work location, one or more days per week, either at home or in a location that meets the work environment criteria specified in this procedure. It is usually an off-site arrangement that permits employees to work in or near their homes, near clients' offices or at a project site for all or part of a workweek.

Remote Work Procedure

Supervisors, appropriate administrators, and employees must understand that adherence to the policy and procedures is an essential requirement of the remote work program. There are many facets to qualify or be eligible for the remote work program:

Responsibilities

Supervisors, appropriate administrators, and employees shall become familiar with and comply with the district remote work policy and procedures.

Eligibility

Any employee who is deemed suitable, in positions that are deemed suitable, and has received a satisfactory performance evaluation within the last 12-months, is eligible for participation in the remote work program.

Participation Approval

Participation in the remote work program is voluntary and subject to written approval by both an employee's immediate supervisor and/or appropriate administrator. Approval must be completed prior to the start of the employee's remote work schedule by execution of a Remote Work Agreement.

The supervisor and/or appropriate administrator and employee will each maintain a copy of the Remote Work Agreement. The originals will be placed in the employee's personnel file maintained in The Office of Human Resources and Equal Opportunity.

Training

Training for supervisors, appropriate administrators and employees will be made available on the Virtual Resource Center as well as provided by Human Resources on an as needed basis on topics that include management expectations, effective evaluation, productivity, information security, use of technology and appropriate software, protecting sensitive information.

Remote Work Schedule

A regular remote work schedule must be established prior to the start of the work arrangement and must be mutually agreed to by the employee, supervisor and/or appropriate administrator. Any change in the agreed upon schedule must be approved by the supervisor, and when established, documented, and appended to the Remote Work Agreement.

An employee must forego remote work if needed in the office on a regularly scheduled remote workday to meet the work goals of the department or the needs of the district. The employee may also be called in to the office when necessary to meet operational needs. The supervisor and/or appropriate administrator should provide reasonable notice whenever possible. However, due to unforeseen circumstances or an immediate need, the employee may be required to report to the office without advance notice.

While working away from the office, employees must be accessible for communication (e.g., telephone, text messages, e-mail, Zoom or other video conferencing, etc.).

Equipment

The district will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for each remote work agreement. Human Resources and Educational Technology Systems offices may also serve as resources in this matter.

Equipment supplied by the district will be maintained by the district. The district accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the district is to be used for business purposes only. The employee must sign an inventory of all property received from the district and agree to take appropriate action to protect the items from damage or theft. Upon termination of a remote work agreement or employment, all company property will be returned to the district, unless other arrangements have been made.

The district will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Evaluation of Remote Work Agreement

The employee, supervisor, and/or appropriate administrator shall continue to review the Remote Work Agreement and the viability of the remote work arrangement. A sixth-month evaluation shall be conducted to determine the continued suitability of the employee and job.

Termination of Remote Work Participation

The employee may discontinue participation in the remote work program at any time, for any reason, upon providing fourteen (14) calendar days written notice to his/her immediate supervisor and/or appropriate administrator. The district will use this time to identify an appropriate workspace if one has not already been assigned.

Supervisors and/or appropriate administrators may terminate an individual employee's participation at any time, as follows:

1. For any reason, upon providing fourteen (14) calendar days prior written explanation to the affected employee.
2. For cause, upon provision of 24 hours prior explanation to the affected employee. All verbal explanations are to be followed with a written explanation, within fourteen (14) calendar days.

The employee shall return to work or may be reassigned to an alternate work location if the required equipment fails and this failure will lead to the loss of a specified period of work time (more than four hours). The employee will remain in the office or at an approved alternate location until such time as the equipment is again functional. The Remote Work Agreement will be temporarily suspended if the equipment is malfunctioning.

The requirement for prior written notification and explanation may be waived in the event of an emergency (such as equipment failure).

See Board Policy 7280 Remote Work Policy - Pilot Program

See Remote Work Agreement

See Remote Work Suitability Guide