

Purpose

The purpose of this policy is to define what remote work is at Pellissippi State, the procedures needed for classifying and supporting remote workers and the responsibilities and expectations for remote workers, their supervisors and the college. Pellissippi State considers remote work to be a viable alternative work arrangement in cases where job, employee and supervisor characteristics and the college's needs may benefit from such an arrangement. The College also may require selected departments, work groups and specific positions to be classified as remote based.

Scope and Applicability

This policy is consistent with TBR Policy 5:01:01:20 Alternate Work Arrangements. Remote work is not an entitlement, it is not a college-wide benefit, and it in no way changes the terms and conditions of employment with Pellissippi State. This policy is applicable to all employees of Pellissippi State and all other applicable policies remain in place for all remote work employees.

Definitions

Hotdesk: A shared workspace that contains basic computer technology such as monitor(s), keyboard/mouse, access to network printer and either a CPU or a laptop docking station

Hoteling: A shared workspace that contains a workspace shared by employees who are remote based but have needs to work on campus

Private or shared private office: private or shared single workspace with door. Can contain hotdesk or hoteling

Remote based: Employee workstation is provided by the college and is located at home/remote location. Campus based work either doesn't require computer assets, uses a shared hotdesk or uses laptop as primary workstation for remote/campus work.

Remote work categories: evaluation and classification of each position based on work assignments, technology, communications, and task requirements. Every position is either campus based or remote based and remote based positions can be additionally classified as Mobile.

Shared network drives: Shared storage space provided by the college for individuals (H: drive) and departments and work groups (mapped to other letters I: drive, O: drive, etc)

Policy

Remote Work Classification and Procedure

For certain positions, departments or other work groups identified by the college, remote work may be required. If the remote work request is made by an employee who is not part of a remote working group or holding a position identified as remote based, the request will be determined on a case-by-case basis.

For a department or workgroup or selected employees to become remote based, a remote work proposal should be prepared in consultation with the executive director of Human Resources by the appropriate senior staff member. The proposal is then submitted to the college president. If approved, it will be

reviewed by the Remote Work Committee consisting of representation from Human Resources, Information Services and Facilities.

Remote work positions are classified by the supervisor and appropriate senior staff member using the current classification definitions in the Remote Work Procedure. This classification will identify a home base for the employee (campus or remote) and determine if the employee is considered highly mobile. If not identified as complete remote, the employee and supervisor will agree on the number of days remote work per week.

Before entering into any remote work arrangement with an individual employee, the employee and supervisor will evaluate the suitability of such an arrangement. Work performance of the employee will be considered in the decision-making process. Supervisors will need to determine a method for ensuring productive work habits, communication, and successful completion of work.

The availability of remote work as a flexible work arrangement for employees of Pellissippi State may be discontinued at any time at the discretion of the College. In the event the employee misuses the arrangement, the arrangement can be terminated without notice and may subject the employee to disciplinary action.

Remote Work Employee Expectations

Remote working departments and work groups will work with their supervisor to ensure that their assignments and work duties are being completed as expected. The employee will follow all guidelines and procedures related to time keeping, breaks, rest periods, safety, security, leave requests, etc.

The employee will establish a safe work environment within his or her home for work purposes. Pellissippi State will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Remote workers are responsible for providing Internet service at their remote work location.

It is the responsibility of the employee to maintain a safe and productive workspace within their home. Injuries sustained by the employee while at his or her home/work location and in conjunction with his or her regular work duties are subject to Tennessee Worker's Compensation laws. Remote work employees are responsible for notifying the employer of such injuries in accordance with college workers' compensation procedures. Face to face work meetings should not take place at the employee's home.

Consistent with the institution's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary college information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment. The use of data connections and equipment provided by the College for use at remote locations is limited to the authorized employee for purposes of College business only.

Remote Work College Expectations

For both departmental/work group remote work assignments and individual employee remote workers, Pellissippi State will determine, with information supplied by the employee and the supervisor and an analysis by Network and Technical Services, the appropriate equipment needs (including hardware, software, and office equipment) for each remote work arrangement from a set of standard configurations. Equipment supplied by the institution will be maintained by the institution. Equipment supplied by the employee, if deemed appropriate by the institution, will be maintained by the employee. Pellissippi State accepts no responsibility for damage or repairs to employee-owned equipment. Pellissippi State reserves

the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the College is to be used for business purposes only.

Pellissippi State will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. Business-related expenses must be requested and approved in advance.

Employees in remote working departments or work groups will use a shared office or workspace when on campus for any reason. Other employees entering into a remote work arrangement may be required to forfeit use of a personal office or workstation in favor of a hoteling on campus to maximize institution office space needs.

Remote Work Supervisor Expectations

Evaluation of remote worker performance may include daily interaction by phone and e-mail between the employee and the supervisor, and regularly scheduled meetings to discuss work progress and problems.

The supervisor and remote worker will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.

Reviewed/Recommended: President's Council, August 10, 2020

Approved: President L. Anthony Wise, Jr., August 10, 2020