

Monroe County Community College  
Remote Work Procedure

Procedure Type: District Procedure

Procedure Title: Remote Work Procedure

This Procedure Affects: Administrators, Faculty, and Staff

Purpose: The MCCC Remote Work Procedure outlines the College's expectations for employees working from a non-College facility.

Each hybrid/remote work arrangement is unique depending on the needs of the position, manager/supervisor and employee. Each department's supervisor and Vice President will be responsible for designating positions which will be authorized for hybrid/remote work arrangements.

The Agreement will be reviewed and renewed annually at the start of the College's fiscal year, unless an earlier end date has been established. Temporary and long-term or substantive modifications to an agreement must be submitted for approval. Prior to requesting a hybrid/remote work agreement, each employee should complete the training for remote work provided by IT.

The following items outline the details for working remotely.

1. The Employee agrees to work the required hours per day, and if unable to do so, take appropriate leave. The Employee agrees to take rest and meal breaks while working remotely in full compliance with all applicable policies.
2. The Employee agrees to seek advance written approval from the Supervisor to change the Remote/Hybrid Work schedule identified in this Agreement. Advanced written approval is required for the use of vacation accruals, compensatory time off, planned sick leave, or any other leave of absence during a remote work schedule, just as it is for an on-site employee. Non-exempt employees must obtain prior approval for overtime before overtime hours are worked during any approved period of hybrid/remote work.
3. The Employee agrees to record time in Self Service. The employee agrees to attend all meetings, activities, or other obligations, either face-to-face, or online using Teams, Zoom, etc., where appropriate.
4. The Employee agrees to maintain a satisfactory level of performance, as deemed by their supervisors, while working hybrid/remotely. Working hybrid/remotely must not result in a reduction of service to internal or external customers or co-workers, or a reduction in productivity. If a satisfactory level of performance is not met, the

privilege to work hybrid/remotely may be terminated, and the employee required to return to Campus.

5. The Employee will be required to answer and make phone calls via the Teams app. The College will not reimburse cell phone expenses.
6. The Employee agrees to spend time on officially approved duties while working at the non-College location. The Employee agrees to consult with the employee's supervisor, through mutually agreed-upon modes of communication, to receive or review completed assignments. Work product and programs developed by employee remain the property of MCCC.
7. The College may provide employees with standard IT equipment needed to perform their job duties at a non-College location. The College will provide VDI access for non-College locations to perform all work-related duties. If using personal device(s) for work purposes, the employee agrees to provide the necessary anti-viral and other security software. The Employee will not use a third-party storage and file transfer service.
8. The Employee agrees to supply any additional equipment needed for their workspace not provided by the College. The Employee agrees to purchase and maintain adequate and necessary internet connections and workspace furniture in order to work effectively under their hybrid/remote work agreement. The College will not be responsible for operating costs, utilities, or other incidentals associated with the use of the employee's hybrid/remote worksite. Inadequate internet service that affects job performance is cause for termination of a hybrid/remote work agreement.
9. The Employee agrees to use a secured, password-protected Wi-Fi connection.
10. The College will not pay for the following expenses or reimburse for expenses prohibited by College policy, including, but not limited to:
  - Maintenance or repairs of privately-owned equipment;
  - Utility costs associated with the use of the computer or occupation of the home;
  - Travel expenses associated with commuting to the designated office.
11. The Employee agrees to provide a secure location for College-owned equipment. The Employee must protect College-owned equipment against destruction, loss or theft, and understands that any such occurrences must be reported to the Supervisor immediately. The Employee agrees not to use, or allow others to use, such equipment for purposes other than College business.
12. The College will maintain college-owned equipment. Equipment needing repair or

maintenance should be brought to IT immediately. The Supervisor will work with the Employee to complete the necessary repairs and find alternative means to continue the Employee's work, including asking the Employee to report to the main office on campus until the equipment is usable.

13. The Employee agrees to return the College's equipment, records, and materials to the campus for inspection, repair, replacement, or repossession within 24 hours of a written request from the Supervisor. All equipment, records, and materials provided by the College shall remain College property. All College equipment must be returned to the campus immediately upon termination of this Agreement or separation of College employment.
14. The Employee agrees that, with job-related cause, the College may access the non-College work site following 24 hours' advance notice to the employee unless exigent circumstances require less notice. Such access shall be for the purposes of assessing safety concerns or data security concerns, or to inspect or retrieve campus-issued equipment for our records.
15. The Employee agrees to take proper precautions to ensure confidentiality and protection of sensitive information following procedure 9.00d. All proprietary information must be stored in a locked room, desk, or file cabinet when left unattended and will remain the property of the College. All proprietary information must be returned to the College upon termination of employment.
16. The Employee agrees to comply with FERPA and any other federal or state law regarding confidentiality and agrees not to release privileged information without proper written authorization.
17. The Employee agrees to report all work-related injuries, incurred in the non-College worksite, promptly to the supervisor. Such reports of injuries will be handled in the same manner as reports of injuries in the normal workplace. The Employee agrees to hold the College harmless for any injury to others at the non-College worksite.
18. The Employee agrees that family care demands shall not compete with work except in the case of an emergency when the applicable time off options will be used. Hybrid/Remote work is not a substitute for dependent care. However, a dependent may be at home with the employee if they are independently pursuing their own activities.
19. The Employee agrees that use of MCCC equipment for unlawful purposes, operating a personal business or performing work for another employer during College work hours and using College resources, is prohibited.
20. The Employee agrees to contact their insurance agent and a tax consultant as well as consulting local ordinances for information regarding home workplaces.

21. The Employee agrees that their personal vehicle will not be used for College business unless specifically authorized in writing by the Supervisor.
22. The Employee agrees not to hold the College responsible or liable for any loss or liability in any way connected to the employee's non-work-related use of his/her own home.

Any employee that wishes to work remotely will agree to the duties, obligations, responsibilities and conditions described within this procedure. A Hybrid/Remote Work Agreement is not a contract of employment, does not provide any contractual rights to continued employment, and may be terminated by the departmental manager/supervisor at any time. A remote work agreement does not alter or supersede the terms of the existing employment relationship. The employment relationship between MCCC and the employee shall be governed by the laws of the state of Michigan and this agreement shall be construed under the laws of the state of Michigan.