

Policy Type: District
Policy Title: Hybrid/Remote Work
Whom Does This Policy Affect: Administrative, Professional and Support staff
Purpose: To outline the College’s position on employees working in locations other than the official work location.

Policy Statement:

The college supports the principle of hybrid/remote work for its employees in order to provide for more efficient utilization of the abilities of its employees, better service to the students and public, and improved working conditions for employees. Departments may accommodate the reasonable requests of employees to work hybrid/remotely when consistent with the department’s objectives and the college’s culture and mission.

The College worksite remains the official work location. In order for an employee to be eligible to work hybrid/remotely, the employee must complete and sign the Hybrid/Remote Work Agreement and obtain his/her supervisor’s signature and appropriate Vice Presidents’ signatures of approval. The majority of time worked during the week is to be on campus.

The opportunity to work from home is a college option and not an employee right. A hybrid/remote work agreement is not permanent. The College, Vice President, employee, supervisor, manager, and/or Human Resources will monitor the arrangement to ensure that it continues to meet College and departmental needs, and may terminate or revise a hybrid/remote work arrangement, with or without notice, and with or without cause.

Modification of Policy:

Monroe County Community College reserves the right to modify the Hybrid/Remote Work policy as necessary.

Cross references:

Acceptable Use Policy: https://www.monroecc.edu/sites/default/files/policies-procedures/238-acceptable-use_0.pdf

FERPA: <https://www.monroecc.edu/sites/default/files/policies-procedures/327a-fam-ed-proc-rev-1-2018.pdf>

Code of Ethics: <https://www.monroecc.edu/sites/default/files/policies-procedures/646-code-of-ethics.pdf>

Adopted by the Board of Trustees 11.15.2024;

HIPAA: https://www.monroecc.edu/sites/default/files/policies-procedures/170-HIPAA-privacy-policy_0.pdf

Adopted by the Board of Trustees 11.15.2024;