

CHESTNUT HILL COLLEGE

Subject: Remote Workplace Policy

Policy: 2.31

Effective: July 2020

Contact: Chief of Staff

Chestnut Hill College encourages all Supervisors to review the job responsibilities of the employees in their department and/or center and, when feasible, allow employees requesting to work remotely to do so when the goals of the department and/or center can be accomplished without them being physically present in the workplace and when working remotely is both appropriate and viable.

Temporary remote work can be an appropriate option for employees during extraordinary circumstances, such as the current outbreak of Coronavirus Disease 2019 (COVID-19). The College reserves the right to modify this temporary remote work arrangement at any time. Employees may be required to return to campus if the College feels it is in the best interest of the College and/or the employee to modify or suspend the arrangement, either temporarily or permanently.

Employees who are allowed to work remotely must comply with all College rules, policies, practices, and instructions and understand that violation may result in termination of remote work privileges and/or discipline up to, and including, dismissal from the College.

Temporary remote work during extraordinary circumstances does not change the basic terms and conditions of employment with the College. Remote work assignments does 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 at-will employment relationship between the College and each of its staff members may be terminated in accordance with applicable policies found in the Employee Manual. Remote work assignments for staff members are not contracts or promises of employment. Nothing in a remote work assignment guarantees employment for a staff member for any specific term, nor alters the current nature of employment.

Eligibility

Supervisors, at their own discretion, may allow some or all of their employees to work remotely on a short-term basis during the COVID-19 outbreak. Supervisors are responsible for ensuring that their departments and/or centers perform critical work to maintain operations to the appropriate extent as communicated by the College.

Supervisors who allow temporary remote work should regularly communicate with their employees regarding the fluidity of such situations as well as changing business needs (such as the need to report to campus). Supervisors may revoke temporary remote work at any time and for any reason.

Hours of Work:

The amount of time and work hours that the employee is expected to work will not change due to participation in a temporary remote work agreement. Hours of work should remain the same unless otherwise agreed upon by the Supervisor and the employee. Employees agree to apply themselves to work and be available to communicate with their co-workers, Supervisor(s) and other members of the College community during work hours. Standard procedures will be followed for the approval of use of leave time. Failure to report time, including sick leave, personal days and vacation time, can result in the termination of the temporary remote work arrangement or other disciplinary action.

Expectations for Employees

Employees who work remotely are required to:

- Fulfill the expectations agreed upon with their Supervisor regarding the scope of their assignment, such as:
 - Duties and responsibilities as outlined in their job description.
 - Adhere to all College policies and procedures.
 - Respect and follow timelines, work productivity goals, and accomplishment of tasks.
 - Maintain accessibility; communicate hours of availability for frequent and timely contact with their Supervisor.
 - The use of College equipment and materials.
- Use secure remote access procedures and assume responsibility for the security of all documents and records in their possession while remote working. Protect College information by following the College's policies governing information security, software licensing, and data protection; ensuring that unauthorized individuals do not access College data, either in print or electronically; and not accessing restricted-level information in print or electronically unless approved by the Supervisor and protected by policy-compliant encryption and/or physical controls.
- Maintain a safe environment in which to work.

Expectations for Supervisors

Supervisors should communicate specific expectations to individual employees. To ensure that the remote work assignment is mutually beneficial to both the College and the employee, planning and communicating expectations in advance of the remote work is crucial.

Please contact Human Resources at HROffice@chc.edu if you have questions about working remotely that are not addressed in this policy.