



Policy Title:	Remote Work Policy
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Approval Authority:	Human Resources	Policy Number:	
Policy Contact:	Human Resources Director	Date Revised:	
Custodial Office:	Human Resources	Date Approved:	
Approved By:	Beth Zurcher	Next Review:	
Related Policy:			

### Revision History

Revision Number:	Change:	Date:

### A. Purpose

Remote working arrangements allow employees to work at home, on the road or in a satellite location for all or part of their workweek. Elizabethtown College considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a collegewide benefit, and it in no way changes the terms and conditions of employment with Elizabethtown College.

### B. Definitions

Remote work - is a business arrangement that allows employees to work from a remote location by electronically linking to **Elizabethtown College** whether from home, the road, a client's location, or elsewhere.

### C. Policy Statement

- **Requesting Permission to work remotely:** Employees who would like to explore the option of working remotely should talk to their supervisor and to Human Resources. **Elizabethtown College** will consider remote work requests on a case-by-case basis, taking into account factors including appropriateness of the

job for remote work, tenure, seniority, employee performance, prior disciplinary action, flexibility, the reason(s) for remote work and the ability to work independently. Employees who are permitted to work remotely must sign a Remote Work Agreement and, if approved for Remote Work, will be expected to communicate with **Elizabethtown College** 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.

- **Remote Work Equipment and Supplies:** On a case-by-case basis, and subject to change at any time, **Elizabethtown College** will determine what equipment, if any, to provide to the employee to facilitate the remote work arrangement. **Elizabethtown College** accepts no responsibility for theft, loss, damage or repairs to employee-owned equipment. Any equipment that **Elizabethtown College** provides to an employee as part of a remote work arrangement shall remain the property of **Elizabethtown College**, and **Elizabethtown College** will maintain that equipment. This equipment must be used for business purposes only. Depending on the circumstances, the employee may be responsible for any theft, damage, or loss of property belonging to **Elizabethtown College**. **Elizabethtown College** will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. **Elizabethtown College** will also reimburse the employee for certain business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities. Unless otherwise agreed to in advance in writing, **Elizabethtown College** will not be responsible for any other costs the employee may incur while working remotely.
- **Remote Work Sites:** The remote worker should designate a workspace, at the off-site work area, for installation of any equipment to be used while working remotely. This workspace should be maintained in a safe condition, free from hazards to people and equipment. The employee will immediately report any injury sustained while working remotely immediately to the employee's supervisor. Prior to granting approval to work remotely, **Elizabethtown College** reserves the right to require that employees provide floor plans of their remote work sites and/or be subject to a visit by a representative of **Elizabethtown College** to determine the appropriateness and viability of the remote work space from a technical standpoint. Given a minimum of 24 hours advance notice, an Elizabethtown College representative, trained for the purpose of the visit, may make on-site visits to the remote work site, including residence. The purpose of the visit would be to determine that the work site is safe and free from hazards and, where appropriate, to maintain, repair, inspect or retrieve equipment, software, data and supplies owned by **Elizabethtown College**.
- **All Other Policies Apply:** **Elizabethtown College's** remote employees must continue to abide by all other policies and procedures including those in regard to computer use, social media and confidentiality. As a condition of working remotely, all employees who receive permission to work remotely under this Policy must first sign a remote work agreement.
- **Requests for Leave:** Unless a flexible schedule is agreed to, employees should not permit non-work-related events and activities to disrupt or interfere with scheduled work time. Requests to use sick leave, vacation or other leave must be approved in the same manner as the employee who does not work remotely. If a nonexempt employee becomes ill while working at an alternate work location, the employee must report the hours actually worked and use sick leave for those hours not worked.
- **Nonexempt Employees:** Employees who work remotely are not exempt from the overtime requirements of the Fair Labor Standards Act, and therefore must comply with all recordkeeping requirements. Nonexempt remote employees must accurately record and timely report all working time as a condition of continued participation in the remote work program. A supervisor must approve, in advance, any hours worked in excess of those specified per day and per week, in accordance with local, state and federal requirements. **Elizabethtown College** may revoke the remote work privileges of any employee failing to comply with this requirement.
- **Tax Implications:** Employees who work remotely from another state or work in several states are responsible for determining their taxes correctly. Employees are encouraged to consult a tax professional to determine the correct method for withholding income taxes.
- **Duration of the Remote Work Arrangement:** All remote work arrangements are granted on a revocable basis. Consequently, in its sole discretion, **Elizabethtown College** may discontinue any remote work arrangement at any time, although reasonable advance notice will be provided where practicable. Unless other arrangements have been made, upon termination of the remote work arrangement or employment,

whichever is first, the employee must return all company property to **Elizabethtown College** in good working order, less any normal wear and tear.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

#### D. Policy Consultation

Questions about this policy should be directed to: Rich Caloiero, Human Resources

#### E. Other Information

None

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.