

SUNY BROOME

(POLICY)

Policy:	Remote Work Program Policy – Emergency, Extraordinary or Adverse Situations	Policy No.:	PA3016
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	VP Admin & Finance
Approved:	August 22, 2020		
Revised:	December 16, 2021		

Purpose

The purpose of the remote work policy is to provide an alternative work option for campus divisions or departments to achieve and support projects, work assignments, and/or other important activities that may affect the mission of the College during an emergency, extraordinary or adverse situation. The policy is intended to provide important parameters for the determination of remote work assignments and those individuals who are appropriate candidates for conducting such activities during emergency, extraordinary, or adverse situations such as due to extreme weather, a declared public emergency or a pandemic, as determined and authorized by the President of the College.

The parameters of duties for employees who are working remotely should be defined within a reasonable and agreed upon work schedule and should not imply that employees are expected to work during hours that exceed the days and times that have been agreed upon between the employee and the supervisor.

The employee shall have regularly scheduled work hours agreed upon with the supervisor, including specific core hours and telephone accessibility. Communication by telephone and electronic mail with the College must be available during work hours and voice mail and email must be checked regularly. The work schedule shall be consistent with the operational needs of the employee's department and shall follow the same supervisory process as if work were being performed in the workplace. All assignments shall be at the express direction of the supervisor or in consultation with the supervisor.

If conditions permit, the employee will attend job-related meetings, training sessions and conferences, as requested by the supervisor. In addition, the employee may be required to attend meetings on short notice. Every effort will be made to hold virtual meetings whenever possible.

A request for remote work must receive final written approval by the Division Vice President and the document must be filed with the Human Resources Department prior to remote work commencing.

A. Goals:

The policy is ultimately intended to provide guidance so that collaborative remote work agreements between supervisor and employee can be articulated and outline clearly defined work products and expectations that ultimately support and assist a division or department in supporting the College's mission and strategic goals during emergency, extraordinary or adverse situations.

Remote work tasks should generally meet the following criteria:

- i. Have clearly articulated goals and quantifiable outcomes;
- ii. Can be accomplished remotely, enhancing the quality of the work product and/or outcome or the College's capacity to effectively provide student and faculty support;
- iii. Will not adversely affect work quality, productivity, or the needs of the College;
- iv. Support attainment of the College's mission and strategic goals; and,
- v. Should not result in more than minimal expense to the College or greater expense to the College than if they were performed at the campus.

All SUNY Broome and departmental policies, procedures, and standards of conduct that apply to employees working on campus apply when an employee works remotely.

Remote work is not suitable or practical for all work or all positions. It is generally not an option for positions involving or requiring a high level of direct, face-to-face contact or requiring use of tools, equipment, or information that is available only at the College work site.

B. Eligibility:

Employees and Supervisors considered for remote work should be those who tend to exhibit the characteristics described in the table below.

Employee Characteristics	Supervisor Characteristics
Strong command of remote work technologies (e.g., computers, software packages, etc.)	Strong command of remote work technologies (e.g., computers, software packages, etc.)
Strong interpersonal communication skills	Strong interpersonal communication skills
Ability to generate work plans with specific and measurable outcomes	Ability to manage by results, not hours worked
Well organized, strong time management skills, independent, self-motivated and ability to function effectively with limited supervision	Ability to articulate and provide constructive feedback
Strong work ethic	Discipline expertise
Work history that suggests an aptitude for effective performance through the remote work medium	Work history that suggests the ability to effectively manage work, projects, and employees remotely
No history of work performance or other issues at the institution that reasonably would preclude the employee from conducting work remotely	No history of work performance or other issues at the institution that reasonably would preclude the individual from being able to effectively supervise work remotely
Have ongoing access to remote work resources needed in order to achieve work goals and objectives (e.g., computer, reliable internet access, software, etc.)	Have ongoing access to remote work resources needed in order to achieve work goals and objectives (e.g., computer, reliable internet access, software, etc.)

C. Employee Accommodations:

Written requests for employee accommodations shall be submitted to the Human Resources Department and will be reviewed, a determination made and managed via the Human Resources Department on an individual, case-by-case basis.

<i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	7/21/20	LMF	<i>Human Resources Officer</i>
Revised	11/30/2021	LMF	Human Resources Officer