

## **Bryn Mawr College Staff Remote Work Policy**

Bryn Mawr College is committed to providing exceptional educational programs, and a residential liberal arts experience for its students, while recruiting and retaining a highly qualified workforce in a working environment that supports success.

The College's Remote Work Policy allows eligible employees to work at alternate work locations. Remote Work is a voluntary work alternative that is appropriate for some employees and some work activities. Whether a particular employee may work remotely is a decision made on a case-by case basis, taking into consideration the nature of the position, an evaluation of the likelihood of the employee succeeding in a Remote Work arrangement and an evaluation of the supervisory or technical support required. Staff who are granted Remote Work must be able to come into work if requested. Remote Work must occur from the home address on record with Bryn Mawr College.

No Bryn Mawr College employee is entitled to or guaranteed the opportunity to work remotely. This Remote Work Policy will be reviewed periodically, and may be amended or discontinued. Many jobs require staff to be primarily on campus to serve our students and others who comprise our College community; these categories of positions are ineligible for Remote Work.

Employees who are approved to work remotely will be required to sign a **Remote Work Agreement** with the College, consistent with this Policy.

All employees working remotely perform the same work that they would in the College workplace, and in accordance with performance expectations and other agreed-upon terms. Remote Work agreements may be established for long or short-term periods.

An employee's classification, compensation, and benefits will not change if the employee is approved for Remote Work.

## **Types of Remote Work Arrangements**

**Occasional Remote Work:** This may occur on rare occasions when an employee requests to work remotely. Occasional Remote Work may be requested by eligible employees in instances where the employees believe that they cannot work on campus due to unusual circumstances. The employee should notify their manager of their request and secure approval to work remotely as soon as the employee anticipates the need for occasional Remote Work.

**Partial Remote Work:** Partial Remote Work allows eligible employees to work in a designated area other than the office (i.e., address of record) for one day per week. Bryn Mawr College considers partial Remote Work to be a viable, flexible work option when both the employee and the position responsibilities are suited to such an arrangement. The employee will have an established, predictable schedule, which will be set forth in a Remote Work Agreement.

**Full Remote Work:** Certain employees of the College's Library and Information Technology Services (LITS) department, will be permitted to work fully remotely if mutually agreed by the employee, supervisor, and the Office of Human Resources, with the condition that any employees working fully remotely must relinquish any currently occupied private office space and will be given a communal workspace for any days they are required to work on campus. The employee will have an established, predictable schedule, which will be set forth in a remote work agreement.

**Seasonal Remote Work:** During certain times during the year, some offices experience work responsibilities that do not require as much of an on-campus presence as they do during the rest of the year. In those offices, supervisors, within their discretion, may offer an increased Remote Work opportunity of one additional day per week, which would be implemented if mutually agreed by the employee, supervisor, and the Office of Human Resources. Supervisors, when offering these opportunities, must carefully evaluate whether reduced, on-campus presence during those times could in any manner impact the student experience or the productivity of other offices. The details of any such Seasonal Remote Work will be set forth in the employee's Remote Work Agreement.

## **Eligible Positions and Employees**

Division heads or designees, in consultation with the Office of Human Resources, will analyze each role (and how the job is performed) to determine which positions in their department(s) are appropriate to designate and/or approve for Remote Work. Factors such as the feasibility of Remote Work, the College's ability to supervise employees adequately, and special equipment that may be required to perform job duties but cannot be replicated at home must be considered. Other critical considerations include whether:

- The institutional benefit of having face-to-face interaction and coordination of work with students and other employees is undermined by Remote Work;
- Necessary in-person interaction with outside colleagues, clients, or customers is impacted;

- The position in question requires the employee to have immediate access to documents or other information located only in the workplace;
- The Remote Work arrangement will impact service quality or College operations, or increase the workload for other employees;
- The position can be structured to be performed independently of others with minimal need for support and little face-to-face interaction.

The Office of Human Resources, in consultation with individual departments, will also identify broad categories of positions that are ineligible for Remote Work, including but not limited to direct service and positions that require presence on the College's campus (e.g., Campus Safety, Dining Services, Facilities, and Housekeeping). This list of positions is not exclusive, and the Office of Human Resources may identify additional positions that are ineligible for Remote Work at any time.

If an employee in an eligible position requests approval for Remote Work, the supervisor, in consultation with the Office of Human Resources, will determine whether the employee is eligible. Employees seeking Remote Work approval must generally meet the following conditions:

- The employee has a demonstrated ability to work productively independently and is self-motivated and flexible; and
- The employee received at least a satisfactory evaluation in the previous evaluation cycle; and
- The employee does not currently have a performance counseling plan in place.

### **General Expectations and Conditions**

1. **Compliance with Policies.** Employees who are granted the privilege of Remote Work must comply with all Bryn Mawr College rules, policies, practices, and instructions which apply to them when working on campus (or otherwise on the College's behalf), including but not limited to information security and data protection policies and procedures (see item 8 below). Violation of any of the above may result in the termination of the Remote Work arrangement and/or disciplinary action, up to and including termination of employment.
2. **Hours of Work.** The total number of hours that Remote Workers are expected to work will not change, regardless of work location. The College also expects the same level of productivity from Remote Work employees that is expected of them when working at their College workplace. Remote Work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the College. Hours worked in excess of those specified in the Remote Work agreement will require the advance approval of the supervisor.
3. **Availability.** If needed, supervisors may require employees to report to their College workplace for work-related meetings or other events on days on which they are

scheduled for Remote Work. A request for an employee to attend a meeting or event on campus despite it being a designated remote workday does not guarantee that another remote day may be substituted. Supervisors will check in with employees at intervals to determine if the arrangement is working for both the College and the employee.

4. **Use of Leave.** Employees may not use Remote Work in place of Sick Leave, Family and Medical Leave, leave used under the College's Short-Term Disability Policy, or other types of leave.

Remote Work must not serve as a replacement for dependent care or other obligations that may affect one's ability to work as scheduled.

Employees who are unable to work due to illness on a day they are scheduled to work remotely must use sick time or other entitlements and report their absence to their manager and on their timesheet or attendance record.

5. **Liability.** The College assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The College also assumes no liability for damages to employee's real or personal property resulting from participation in the Remote Work program. Workers' compensation coverage is limited to designated work areas in employees' homes. Employees agree to abide by the same safety standards that are required for work in their College workplace, and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.
6. **Equipment and Materials.** The College provides equipment and materials to employees at their College workplace so that they may effectively perform their duties; however, neither the College's Library and Information Technology Services (LITS) nor individual College departments will duplicate resources between the College workplace and the Remote Work location. See College policy on computer provisioning: <https://www.brynmawr.edu/lits/about/policies/computer-replacements>. The College will not provide or fund printing, home/cell phone or internet services for Remote Work.

Remote Work employees may use College-owned equipment in accordance with the College's Acceptable Use Policy. Remote Work employees are responsible for protecting College-owned equipment from theft, damage and unauthorized use. The College will maintain service, and repair College-owned equipment used in the normal course of employment when brought to campus for repair. The Remote Work agreement may also permit employees to use their own equipment, consistent with the College's Data Handling Policy.

When employees are authorized to use their own equipment, the College is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the Remote Work agreement.

The employee is responsible to immediately alert the College of any suspected data security breach connected to their own equipment.

7. **Costs of Remote Work.** The College does not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as a Remote Work alternate work location.
8. **College Information Security:** Employees must safeguard College information used or accessed while performing Remote Work in accordance with the College's Data Handling Policy, Acceptable Use Policy, and other applicable information technology policies. Remote Work employees are responsible for following all College security procedures to ensure confidentiality and security of data.

### **Remote Work Agreement**

Remote Work, with the exception of Occasional Remote Work, approval and scheduling will be confirmed in a Remote Work Agreement. The Agreement will document the specific conditions that apply to the employee's Remote Work, and must be approved by the department head, the employee's supervisor, and the Office of Human Resources. The agreement form is accessible online at <https://www.brynmawr.edu/humanresources/handbook-and-policies>

The Remote Work arrangement will be reviewed by the supervisor periodically, and in determining whether to continue the Agreement, the supervisor will consider the Remote Work arrangement, employee performance and other circumstances, as applicable. Additionally, to be eligible for Remote Work consideration, eligible employees must have completed the annual Information Security Education modules. Remote Work is a privilege, not a right, and, if no longer practical or if abused, can be stopped at any time at the discretion of the supervisor. The employee may also request termination of the Remote Work agreement at any time unless it was a condition of employment. Any termination typically will be made with at least two weeks' advance notice.

### **Enforcement: Complaints, Grievances, or Appeals**

An employee who disagrees with a denial of a request to work remotely or any other action relating to this policy is encouraged to discuss the concern with employee's supervisor. If the discussion with the supervisor does not resolve the issue, an employee may request an informal review of a decision by the Office of Human Resources.