REMOTE WORK POLICY

Policy Statement

Tompkins Cortland Community College's remote work policy is to support remote work where it is reasonable, based on the College's mission, operational, and meets program needs.

Rationale

This program's purpose is to support the implementation of a remote work program when desired and establish guidelines designed to clearly articulate employee and campus expectations. The needs of the workforce have changed drastically during the pandemic, especially as it relates to the possibility of working remotely. TC3 hopes to implement a remote work policy that is fair, transparent, and can help retain and recruit employees. While not every position is eligible for remote work based on job duties, the College hopes to identify positions where this is possible and provide a means for faculty/staff to request recurring remote work options as appropriate.

The President, in consultation with Human Resources and the Executive Council member, may offer critical, difficult-to-fill positions with negotiated offers that include remote work arrangements.

The Provost's Office has sole discretion as to the Remote Work Option for classes and teaching faculty. ADA accommodations and remote arrangements for limited terms are not under the purview of this policy.

Definitions

Official Work Site -- The employee's TC3-provided, on-campus or satellite workstation. This is the employee's usual and customary work address.

Alternate Work Site – A specific location away from the TC3-provided work site where the employee is authorized to conduct business. This location must meet all criteria set forth in this document and be approved in advance by the employee's immediate supervisor/manager and the campus senior leadership. Any alternate work site must be reported and approved in advance.

Employee – a member of the College or FSA staff.

Fully remote - the entirety of one's work would take place away from the Official Work Site location. The office of staff members working remotely and who previously had a campus-based office may be shared with other staff members during this period. Remote work will not be feasible for permanent out-of-state residents. This is not an option for any persons who are required to have regular face-to-face contact with students or other employees.

Partially Remote - It is expected that the employee would have a campus-based office and would conduct most of their work on campus (3 or 4 days) while the remainder remotely (1 or 2 days).

Remote Work Application – An application form furnished by management and completed by the employee and their supervisor/manager following their discussion. Each approved application shall be effective for a specified period, not to extend beyond the effective dates of this program. Decisions regarding working remotely will be made semester-by-semester rather than for the full academic year.

Remote Work Plan – A document, part of the remote work application, completed by the employee following a meeting with their supervisor/manager, which identifies the specific work to be performed on remote work days, consistent with the employee's normal obligation. The remote work application must indicate when the employee will be available during the normally scheduled workday, through which mode(s) of communication (e.g. Teams, telephone, Zoom, etc.), conditions for the work environment, security, safety, meeting requirements, etc. Telecommuting is not intended to avoid the use of sick or personal time.

Supervisor – the person authorized by the College to direct your day-to-day work activities. Both the Supervisor and the Executive Council member must approve the application.

Executive Council Member – A single cabinet-level employee at the campus who has authority over the department/division reviewing/approving remote work. Member of the President's Executive Council.

Procedures (These Procedures are detailed in the Remote Work Policy Program document.)

1. **Individuals requesting formal remote work arrangements must have a minimum of six (6) months of continuous employment and a satisfactory performance record to apply. Exceptions apply to the President's employment offer and details within the domain of the Provost's office.**
2. **Interested employees must discuss with their supervisor regarding their request and the feasibility of remote work based on the employee's responsibilities.**
3. **Employees must submit an application, signed by their supervisor, to the department head. The department head and the Executive Council member must approve the application. The application must include a remote work plan, identifying the work to be performed on telecommuting days.**

4. Regular updates/check-ins are required with the supervisor. Remote work employees must comply with all Fair Labor Standards requirements, TC3 policies and practices, NYS, and SUNY rules. The Remote Work Program document contains additional details.
5. Disapproved applications for remote work must be in writing and may be appealed to the V.P. of Human Resources or their designee within seven (7) days of the denial. The response to the denial must be in writing to the employee, and denials are not grievable. Employees' application that was denied or rescinded, may reapply one year from the date of the appeal decision date.
6. The supervisor may direct the employee to return to full-time on campus or the employee may return to full-time on campus with five (5) days' written notice.
7. The College will review and assess the effectiveness of the program on an annual basis.
8. Tomplins Cortland Community College reserves the right to suspend or terminate this remote work program at any time with proper notice to employees and advance consultation with the unions.

CONTACTS

Subject	Office Name	Title or Position	Telephone Number	Email
Questions regarding the policy	Human Resources	Vice President, Human Resources	607-844-8222 X4440	JG128@tompkinscourtland.edu

Approved by the Tompkins Cortland Community College (June 15, 2023)