

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

Purpose

The purpose of the Remote and Alternate Work Schedule Arrangements Policy is to authorize eligible full-time employees to work a remote or alternate work schedule under unrestricted or altered operations, when the appropriate approvals have been obtained.

Policy

It is the policy of San Jacinto College to permit remote and alternate work schedule arrangements as a best practice to meet operational needs; comply with local, state, and federal government requirements; ensure uninterrupted services; and safeguard work continuity. At times, non-standard ways to work may be required due to foreseeable or unexpected circumstances. This may include, but is not limited to, changes in business requirements, disaster recovery efforts, temporary emergency evacuations, pandemics, or other catastrophes. As these types of events occur, this policy outlines the College's position regarding remote and alternate work schedule arrangements. The procedures that support this policy outline specific actions that must be taken to implement and to conform to this policy and set the expectations, framework, and approval process of remote and alternate work schedule requests.

Leaders will review each request on a case-by-case basis to determine whether or not the remote and alternate work schedule request conforms to the criteria outlined in applicable procedures. Leaders will exercise their professional judgment by assessing the facts and circumstances and applying the criteria. Employees may not request to work remotely as a substitute for dependent care. Employees must make suitable arrangements for dependent care as they would while working on site. All leaders must review the procedures related to remote and alternate work schedule arrangements prior to approval of any request to ensure compliance.

This policy applies to all full-time San Jacinto College staff and administrators. Faculty will refer to the *On-Campus Presence, Teaching Schedules, and Faculty Conference Hours* sections of the [Faculty Handbook](#).

Definitions

Remote Work Arrangement - An authorized work agreement that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location.

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

- Procedure IV.4005.A.a, Remote Work
- Procedure IV.4005.A.b, Alternate Work Schedule

Date of Board Approval	This policy became effective as of September 1, 2025 under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process of two readings at regularly scheduled meetings of the Board with approval on October 6, 2025.
Effective Date	September 1, 2025
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources
