

Procedure IV.4005.A.a, Remote Work

Associated Policy

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

Procedures

INTRODUCTION

Remote Work is a cooperative arrangement between the College and the employee. The remote work arrangement is based on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement can be up to 12 months, with a review at mid-year, and allows eligible full-time employees to work remotely a maximum of two days per week. Positions best suited for remote work include the following descriptors:

- The position has tasks or phases of work in which the employee spends most of the time working independently;
- The position requires independent work. In-person interaction with coworkers, leaders, students, or third parties is not required on a daily basis. Interactions can be successfully managed through technology (i.e., video calls and virtual meetings);
- The presence of a leader at the work site is not required on a daily basis;
- A majority of the work product is quantifiable and/or results can be measured by work product or output or by compliance with a deadline; and/or
- The employee will benefit from quiet and uninterrupted work time.

Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. Technology needed by full-time employees to perform work activities will be provided by the College. Any additional technology needed to perform remote work must be coordinated with the employee's leader. Employees should refer to [Procedure III.3010.A.f, Acceptable Use of Information Resources](#) for further guidance on the appropriate use of College provided Technology.

ELIGIBILITY

This procedure 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](#).

Positions requiring specific skills, as designated by the respective Strategic Leadership Team (SLT) member, may allow for additional flexibility in scheduling. The productivity of employees in these positions is tracked by available technology that is inherent in the work performed.

CONSIDERATIONS

Staff and administrators who have an established record of high performance and self-motivation are strong candidates for remote work. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge. In

addition, the individual must have exhibited valuable or above on performance evaluations with no documented performance or behavioral concerns within the six-month period preceding the request to work remote.

Leaders should establish the minimum amount of time before a newly hired employee or internal transfer may be eligible for remote work.

Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. The employee and leader will jointly review the work schedule, expectations for working remote, and the duration of the arrangement. The remote work arrangement can be up to 12 months. The employee and leader must review the remote work arrangement at mid-year and year-end to determine if expectations have been met based on the needs of the position, work group or department, and the employee's overall performance prior to renewing for another 12 months. Extension of a remote work arrangement must be reviewed and approved by the leader.

The employee's home or other designated location must provide a suitable working environment where security of data can be maintained. The employee must demonstrate specialized knowledge and expertise to work unsupervised.

Employees approved for remote work may be assigned shared workspaces, hoteling areas, or collaborative zones when working on site at a campus, district office, or other assigned on-site work location.

REQUIREMENTS

Offering the opportunity to remote work is a decision between the employee and their leadership.

Any changes to the schedule or workspace must be reviewed and approved by the leader in advance.

The leader must provide reasonable notice to the employee that the remote work arrangement is being terminated or modified.

Modification or termination of a remote work arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e., an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The conditions of employment for employees who work remotely remain the same as for employees who work on site. The employee is subject to all Board of Trustees' policies and procedures, including policies relating to the confidentiality of records, regulated and otherwise sensitive College data, and restrictions on outside employment, as are other employees. Employee salary and benefits will not change for an employee who works remotely. However, any non-exempt employee who is approved for a remote work arrangement may not accrue overtime/compensatory time without leadership approval. In the event a non-exempt employee needs to work more than 40 hours in a work week, the approval of overtime will be documented before commencement of the work.

To ensure that a safe and secure work environment exists, the College may inspect the employee's off-site work space, including the home office, at mutually agreed-upon times.

Employees must also follow the standard break and lunch schedule established by the department. In addition, an employee who attends a personal appointment on a scheduled remote day will comply with all procedures relating to sick leave or other leave.

College equipment in the home may not be used for personal purposes and College-owned software shall not be duplicated. To ensure hardware and software security, the leader, before installation, should approve all software used for remote work and only approved websites and College systems may be accessed by following the College's software request process. All employees working remotely should adhere to security measures and associated requirements in the College ITS Policies and Procedures used to protect confidential information at the remote site.

Unless otherwise agreed to in writing prior to any loss, damage, or wear, the College does not assume liability for loss, damage, or wear of employee-owned equipment or software. Failure to follow College ITS Policy and Procedures will result in the loss of remote working privileges. Related procedures include [Procedure III.3010.A.a., Information Security Program](#), [Procedure III.3010.A.d., Prohibited Technologies](#), and [Procedure III.3010.A.f., Acceptable Use of Information Resources](#).

Reasonable office supplies will be provided by the College and should be obtained during the employee's on-site work schedule. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed, except by prior arrangement and with the leader's approval. The College will not provide office furniture. Remote work is not a substitute for dependent care. Employees who work remotely with dependents must plan for dependent care during the agreed-upon work hours, just as the employee would do if were working at a College facility. If the College determines that an employee has responsibility for the care of a dependent during work hours, then the remote work arrangement is subject to immediate termination. Employees should contact HR Benefits for available leave options when needing to provide care for a dependent.

Offering the opportunity to work remotely is a leadership decision; working remotely is not a standard employee benefit.

While working remotely, the employee must be accessible via phone, e-mail, and through other communication methods including technology provided by the institution and during agreed-upon work hours. Remote work should be seamless when calling an internal extension to reach the employee working remotely. Access to the employee working remotely is paramount and calls should be answered using the College's approved communication system or calls must be forwarded to a cellular phone used by the employee who is working remotely. The employee must be available for emergencies or other unexpected situations and may be asked to return to a College facility on short notice. Employees must respond to the request within one hour of notification. Employees must also attend mandatory meetings on site as required.

Departmental On-Call Procedures must be adhered to and are separate and distinct from this procedure.

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.

In-person - An interaction between employees or between an employee and a student or other third parties that requires a person's physical presence.

On-site Work Location - A designated work location either on College Property or other location authorized by leadership where normal work, meetings, or related business activities are performed on behalf of the College.

Dependent - A parent or spouse who is incapable of self-care because of a mental or physical disability. A biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Please refer to links below for information regarding ITS Technology.

Support: [SJC Support Home](#)

Login remotely from anywhere (home, for example) via the VPN: [Article - GlobalProtect VPN Setup Instructions](#)

Use technology to communicate via Audio/Web Conferencing: [Article - Zoom Learning Resources](#)

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Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources