



NO. 2004 REMOTE WORKING

- 1.0 **POLICY STATEMENT.** Oklahoma City Community College (“OCCC”) allows some of its employees to work remotely under certain circumstances.
- 2.0 **DEFINITION.** Remote working is a work arrangement in which some or all of the work is performed at an off-campus work site such as the home or in office space near home.
- 3.0 **AUTHORITY TO APPROVE.** Human Resources shall determine which positions are eligible for remote work consideration and which positions require remote work.
- 4.0 For positions which are eligible for remote work consideration, supervisors may approve individual employee remote working arrangements on a long-term or temporary basis. Such arrangements may be terminated or modified at any time. Approval of remote working arrangements may be based on many factors, including but not limited to:
 - 4.1 Ability to adequately supervise employee;
 - 4.2 Employee’s demonstrated ability to work productively;
 - 4.3 Availability of work resources in a remote setting;
 - 4.4 Need for face-to-face interaction with others;
 - 4.5 Impact on service quality, student success, OCCC operations, and workload for other employees; and
 - 4.6 Inclement weather (a factor only for temporary remote working arrangements).
- 5.0 **OCCC RESPONSIBILITIES.** OCCC shall:
 - 5.1 Review and determine which positions are eligible for remote work consideration and which positions require remote work;
 - 5.2 Review, approve, and provide all equipment, hardware, and software used by employees who remote work; and
 - 5.3 Create and maintain remote working agreements for certain employees.
- 6.0 **EMPLOYEE RESPONSIBILITIES.** Employees who remote work shall:
 - 6.1 Perform all functions of their roles;
 - 6.2 Comply with all OCCC policies and applicable laws, including but not limited to maintaining confidentiality of OCCC data;
 - 6.3 Maintain an appropriate workspace with appropriate utilities and internet connections at Employees’ own expense; and
 - 6.4 Reasonably protect OCCC equipment, hardware, and software.
- 7.0 **WORKERS’ COMPENSATION.** Workers’ compensation coverage is limited to designated work areas in employees’ homes or alternate work locations, and employees shall follow normal procedures for reporting injury or illness.
- 8.0 **REASONABLE ACCOMMODATIONS.** Any accommodations required under the Americans with Disabilities Act (ADA), including remote work arrangements, will be addressed by the ADA Coordinator and applicable policies.

Effective: May 11, 2021