



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Remote and Alternate Work Schedule	DJ - V	8	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Assignment, Work Load, and Schedules	DJ	08/26/2025

### PURPOSE

The purpose of the Remote and Alternate Work Schedule is to authorize eligible full-time non-faculty employees to work a remote and/or alternate work schedule, when the appropriate approvals have been obtained.

### SCOPE

This procedure required prior approval and applies to all exempt and non-exempt, McLennan Community College non-faculty employees. Employees should have six (6) months of work on-site before using this procedure. This procedure does not apply to remote working as a disability accommodation, which is overseen by the Human Resources Office and the accommodation process.

### DEFINITIONS

Alternate Work Schedule Arrangement - An authorized work agreement that allows eligible employees to work a schedule which permits a variation of the employee's starting and stopping times but does not alter the total number of hours worked in a week. Agreements are made for Spring (January-May), Summer (June-July), Fall (August-December), or for a specific period needed.

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.



Exempt - Employees who are paid a monthly salary are "exempt" from the overtime/comp time provisions of the Fair Labor Standards Act. Exempt employees are expected to work at least a forty-hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40-hour week. Exempt employees do not "bank" compensatory (comp) time or overtime to be used or paid at a later time as do non-exempt employees.

Non-Exempt - An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

Operating Hours and Work Week - Operating hours for McLennan Community College are generally 8:00 AM – 5:00 PM. The College's work week begins 12:01 AM Saturday and extends through midnight the following Friday.

Remote Work Arrangement - An authorized work agreement that allows eligible employees to work remotely. The work arrangement is made for the periods of Spring (January-May), Summer (June-July), Fall (August-December), or for a specific period needed.

## **PROCEDURE**

It is the procedure of McLennan Community College to permit remote and alternate work schedules as a best practice to meet operational needs, ensure uninterrupted services, provide flexibility to employees, and safeguard work continuity. The procedure outlines specific actions that must be taken to implement and to conform to this procedure and sets the expectations, framework, and approval process of remote and alternate work schedule requests. Remote and alternate work agreements are not an entitlement, are not a College benefit, and are not a change to the terms of employment.

- A. Supervisors have discretion to 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 this procedure. Recommendations for alternate work schedules will be discussed with the division Vice President or President before implementation to support consistency of practice. If a supervisor does not support remote or alternate work schedule requests, they will provide justification for the decision.
- B. Remote and Alternate work schedules are not a substitute for dependent care and



employees may not request to work in these manners as a long-term substitute for dependent care.

- C. There will be no difference in compensation and benefits for a non-faculty employee that works remote or an alternate work schedule versus working on-site.
- D. Employees working remote or an alternate work schedule must submit leave i.e., sick, vacation or leave without pay, etc. in accordance with established policies when not working the established work hours.
- E. Violation of the terms of this procedure may be subject to discipline up to and including termination of employment.

## **REMOTE WORK**

This procedure provides McLennan Community College employees with the opportunity to perform their work at a location other than on campus. A standard remote work agreement permits eligible employees to work remotely a maximum of two days per week. The work arrangement is made for the periods of Spring (January-May), Summer (June-July), Fall (August-December), or for a specific period needed. A work arrangement that permits remote work more than two days per week should be allowed judiciously.

### **Remote Work Eligibility**

- A. Remote work arrangements are based on the needs of the position, work group or department, and the employee's overall performance. 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 works independently. Face-to-face interaction with coworkers, leaders, and/or students 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.
- B. Employees who have remote work arrangements must meet all of the below qualifications:

- a. The employee must have a demonstrated ability to work well with minimal supervision.
  - b. The employee must have a deep understanding of their duties and responsibilities.
  - c. The employee must have previously demonstrated the ability to manage their time.
  - d. The employee must have a record of thoroughly and efficiently accomplishing work duties.
  - e. The employee must have a track record of using good judgment and must have above average job knowledge and technical/computer knowledge.
  - f. The employee must have “meets expectations” or above on performance evaluations with no documented performance or behavioral concerns within the one-year period preceding the request to work remote.
  - g. The employee must be in the position, on-site for a minimum of six-months.
- C. Work activities should be portable and should involve tasks that can effectively be performed away from the on-site work location. Any technology and equipment needed to perform the job at an alternative work location must be readily available.

#### Remote Work Requirements

- A. All requests and approvals pertaining to remote work must be documented using the “Remote Work Agreement Form”. Offering the opportunity to remote work is a decision among the employee’s Division Leadership, which includes the supervisor, dean/director, and the appropriate Vice President or President. Any changes to the schedule or alternate work location must be reviewed and approved by the supervisor in advance. Approved “Remote Work Agreement Form” must be sent to Human Resources prior to the employee working remotely.
- B. The supervisor must provide written 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:
  - Business needs are no longer being met; current coverage or staffing needs changed.
  - Job requirements have changed.
  - The supervisor has concerns with employee performance.
- C. The conditions of employment for employees who are doing remote work with the College remain the same as for College employees who work on site. The employee is subject to all Board of Trustees’ policies and procedures. 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.

- D. The productivity of an employee working remotely is tracked by available technology that is inherent in the work performed.
- E. Setting performance expectations and evaluating work output are critical to a successful remote work arrangement. Work schedule, expectations, and a plan for evaluation must be formulated between the supervisor and employee.
- F. The employee's alternative work location must provide a suitable working environment. Employee must provide reliable internet access at the alternate work location and must agree to work at a location authorized by the supervisor. If determined by McLennan Community College to be needed to ensure that a safe and secure work environment exists, the College may inspect the employee's work space at mutually agreed-upon times either in person or virtually. Should the work location change, prior approval from the supervisor is required via updating the Remote Work Agreement.
- G. Employees must also follow the standard lunch schedule established by the department.
- H. College equipment at the work location may not be used for personal purposes and College-owned software shall not be duplicated. All employees working remotely should adhere to security measures and computer firewalls used to protect confidential information at the alternative work location.
- I. 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 supervisor's approval. The College will not provide office furniture.
- J. While working remotely, the employee must be accessible via phone, e-mail, or through other communication methods including technology provided by the institution and during agreed-upon work hours.

- K. The supervisor and employee must be responsive to work environment changes and should monitor the remote work schedule arrangement to ensure that it continues to meet the needs of the department and the College.
- L. The employee must be available for emergency situations and may be asked to return to a College facility on short notice.

### **ALTERNATE WORK SCHEDULE**

This procedure provides McLennan Community College employees with the opportunity to perform their work during times outside of the traditional operating hours. A scheduling arrangement is made for the periods of Spring (January-May), Summer (June-July), Fall (August-December), or for a specific period needed and permits a variation of the employee's starting and stopping times but does not alter the total number of hours worked in a week.

- A. Alternate Work Schedules are to be established to 1) support operational efficiency and where possible improve service, 2) ensure high quality, uninterrupted service, 3) create cost savings or are cost neutral, and 4) ensure that departments are staffed and operate in a manner that assures work continuity. Decisions made about the feasibility of an alternate work schedule arrangement will be based on the work being performed and departmental operations before any other factor is considered. Certain positions may not be eligible for an alternate work schedule due to needs or the job duties assigned to the position.
- B. Employees who have established a record of high performance and self-motivation are strong candidates for an alternate work schedule. The individual should have excellent time-management skills and a demonstrated history of independent work performance.
- C. The employee must have a track record of using good judgement and must have received "meets expectations" or above on performance evaluations with no documented performance or behavioral concerns within the one-year period preceding the request for an alternate work schedule.
- D. The employee must be in the position, on-site during typical office hours for a minimum of six-months.



### Alternate Work Schedule Requirements

- A. All requests and approvals pertaining to alternate work schedule agreements must be documented using the “Alternate Work Schedule Agreement Form”. Offering the opportunity to work an alternate work schedule is a decision among the employee’s Division Leadership, which includes the supervisor, dean/director, and the appropriate Vice President or President. Any changes to the schedule must be reviewed and approved by the supervisor, in advance. An approved “Alternative Work Schedule Agreement Form” must be sent to Human Resources prior to the employee working remotely.
- B. A new request for an alternate work schedule must be submitted for approval any time the work schedule changes, including a request to return to regular work hours. At the beginning of each semester, supervisors should review alternate work schedule agreements. Approved requests will be routed to Human Resources and Payroll.
- C. Alternate work schedule arrangements can be modified or terminated when business needs and job requirements dictate. The alternate work schedule arrangement should be clear to both the supervisor and the employee before the alternate work schedule begins. Modification or termination of an alternate work schedule arrangement may include, but is not limited to, the following:
  - Business needs are no longer being met; current coverage or staffing needs changed.
  - Job requirements changed.
  - Employee performance fell below a valuable level.

Employees may request a modification of their alternate work schedule by submitting a new Alternative Work Schedule Form to the supervisor. The supervisor and employee must agree upon the modification request.

The employee may request to terminate the alternate work schedule by providing written notice to their supervisor. When applicable, a two-week notice must be given to allow the supervisor time to assess operational needs and make scheduling decisions appropriate for the department.

The supervisor must provide written notice to employees that their alternate work schedule is being terminated or modified. Notification may be immediate depending on terms and conditions referenced above.



- D. The productivity of an employee working an alternative work schedule is tracked by available technology that is inherent in the work performed.
- F. The supervisor and employee must be responsive to work environment changes and should monitor the alternate work schedule arrangement to ensure that it continues to meet the needs of the department and the College.
- H. Employees must also follow the standard lunch schedule established by the department.
- I. The employee must be available for emergency situations and may be asked to return to a traditional work schedule on short notice.

### **EMERGENCY REMOTE AND ALTERNATE WORK**

Emergency remote and alternate work schedule procedures may be enacted at the discretion of the President of the College and may supersede the guidelines of this procedure for a specific period of time.

### **LIABILITY FOR INJURY**

All employees agree to practice the same safety habits they would use at the College to maintain safe conditions in their alternate work location.

Employees who suffer injuries in the course and scope of their employment will access, the College's workers compensation insurance. Coverage is provided subject to the terms and conditions of the procedure. Worker's compensation coverage is limited to designated work areas as defined as the alternate work location.

The employee must notify Human Resources of a work-related injury immediately.