

Policy Name:	Remote Work				
Section Number:	3.08	Section Title:	Human Resources		
Policy Owner:	Director of Human Resources	Last updated:	Feb 2025	Reviewed:	Feb 2025
Status:	Active	Due for Review:	February 2030		

Jones County Junior College (Jones or College) recognizes that Remote Work may be mutually beneficial to employees and the College in circumstances when the nature of an employee’s work, the College’s business needs, and the skills and abilities of the employee indicate that such an arrangement is in the best interest of the College. Remote work is a privilege granted by the College, not an entitlement or right of employees.

Remote Work Categories

1. Regular, recurring remote work arrangements - may be either 100% remote or partially remote. Such arrangements require the employee and their supervisor to complete the Remote Work Agreement.
2. Temporary or emergency remote work arrangements - may be used during short-term illness, transportation issues or due to weather. Supervisor approval or directive from College administration is required. Such arrangements require documentation but do not require the completion of the Remote Work Agreement. Documentation of these arrangements may be in the form of an email or other notation which indicates supervisor approval.

Policy Statement

Jones College may permit Remote Work arrangements during all or some portion of the workweek when such arrangements are in the best interests of the College, enable operational efficiencies, and enhance the productivity of the unit and the employee(s). Regular, recurring remote work arrangements must be pre-approved by the appropriate administrator as outlined in this policy, and approval must be documented in a written Remote Work Agreement (RWA) between the College and the employee or other documentation indicating supervisor approval, as provided in this policy.

In the event of a change in the employee’s supervisor, department, or Executive Vice President (EVP), the RWA must be reviewed and updated as necessary. The new supervisor and/or EVP may modify the terms of the RWA if such changes are in the best interest of the College. This review ensures that the remote work arrangement continues to align with institutional priorities and operational needs.

This policy applies to all College employees.

Definitions

1. **Campus or facility work location:** The College campus and other properties owned or controlled by the College.
2. **Remote work:** An authorized work arrangement, authorized in accordance with this policy, that involves an employee regularly, periodically, or temporarily working from a satellite work location other than a campus or facility work location by use of an electronic connection between the satellite work location and the employee's main office at a campus or facility work location.
3. **Satellite work location:** A location where an employee is authorized to work that is not a campus or facility work location.

Remote Work and the Employment Relationship

Remote work involves an authorized satellite work location arrangement for employees whose job duties are appropriate for such an arrangement and are in the best interest of the College. The decision to authorize these options is within the discretion of an employee's supervisor and their respective Executive Vice President (EVP) in consultation with Human Resources, based on the nature of the College's business needs, the position and employee suitability.

A remote work arrangement does not alter an employee's work relationship with the College, nor does it relieve an employee from the obligation to observe all applicable College rules, policies, and procedures. All existing terms and conditions of employment (including but not limited to the position description, salary, benefits, vacation, sick leave and overtime) remain the same as if the employee worked only at their campus or facility work location. The satellite work location for any employee or position being considered for remote work must be located within the United States in order to comply with all Federal, State, and local payroll withholding taxes and wage requirements.

Remote Work Agreement

The Remote Work Agreement must be used to document work arrangements where either a 100% remote or partial remote work arrangement is agreed upon by the employee and their supervisor. At the discretion of the appropriate EVP, additional approval or review may be required.

Prior to an employee beginning remote work from a satellite work location, the employee and supervisor must complete and sign the Remote Work Agreement electronically in BambooHR and obtain the appropriate required approvals. An electronic record shall be retained in BambooHR.

The College may, in its discretion, discontinue a Remote Work Agreement at any time with advance notice of at least 10 working days, or as otherwise agreed upon in the Remote Work Agreement. Employees who refuse to return to their campus or facility work location may be subject to discipline and/or dismissal.

Remote Work Guidelines

1. The employee's duties, obligations, responsibilities, and performance expectations remain the same under a Remote Work Agreement as if the employee were working at a campus or facility work location. The employee shall communicate with their supervisor to receive assignments, review work progress, and complete work as often as the supervisor determines to be necessary.
2. Meetings with students, co-workers, or others conducting business with the College shall not be held in person in a remote employee's home.
3. The Remote Work Agreement should reference the participating employee's current position description which outlines the general nature of the work to be performed. Furthermore, the agreement should

specify other special projects or assignments as appropriate.

4. An employee's work schedule may include remote work on either 100% or partial remote basis. The employee's work assignments must be such that the employee is not required to be physically present to perform the work at a campus or facility work location, and
 - a. the need for face-to-face interaction with other employees, students, or customers is minimal (in the case of 100% remote or partial remote arrangements); or
 - b. the employee's work that may require face-to-face interaction may be scheduled at certain times in order to permit remote work as deemed appropriate by the supervisor.
5. Remote work may not be suitable for all employees and/or positions. Any employee who wants to work remotely should first discuss a remote work request with their supervisor. The employee's appropriate EVP will make the final decision about whether the employee's job duties are appropriate for such an arrangement and is in the best interest of the College based on the nature of the College's business needs, the position, and employee suitability.
6. Allowing remote work arrangements is solely within the discretion of the College. Remote work is a privilege granted by the College, not an entitlement or right of the employee, and a supervisor may not require an employee to work remotely. However, the College may approve specified departments to operate remotely, in which case, no standard campus or facility work location is available to the department and resulting in the need for all such department's employees to perform their work remotely from satellite work locations pursuant to Remote Work Agreements.
7. The employee's salary, benefits, workers' compensation, and other employer insurance coverage shall not change due to a remote work arrangement.
8. The supervisor and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee is working remotely. The supervisor and employee will meet at pre-determined intervals to review the employee's work performance.
11. Remote work is not a replacement for responsibilities of personal life that would otherwise result in the employee being required to take leave. Employees should provide the same attention to work as if they were working on site. Any alteration in the schedule for personal needs must be approved by the supervisor.
12. The remote worker shall not perform personal business or activities during the agreed-upon regular workday schedule, except for approved outside activities.
13. While working remotely, the employee must be reachable and responsive via telephone, network access, or e-mail during agreed-upon work hours. The employee and supervisor will agree on how to handle work-related telephone messages, including the feasibility of having access to a cell phone.
14. Remote workers and departments are responsible for costs incurred from damage college-owned equipment and are subject to the university's insurance policies and deductibles that apply (i.e., a department is responsible for a broken laptop). Remote workers are advised to contact their insurance company for information on coverage for homes and personally owned equipment.

Work Site

1. An employee's satellite work location must be specified in the Remote Work Agreement.
2. A designated workspace shall be maintained by the employee that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation.

3. If the employee's satellite work location is at home, the employee is required at the employee's expense, to maintain safe conditions in the work area and maintain adequate homeowners, renters, or commercial general liability insurance. Any work-related incidents or injuries should be reported in the normal manner.
4. The College will not be responsible for operating costs associated with the employee's satellite work location, including but not limited to home maintenance, digital subscriber line (DSL), cable, cell phone bills, Internet, utilities, any associated incidental costs (such as property or liability insurance), or other incidental expenses (utilities, cleaning services, etc.).
5. The College will not be responsible for the installation of basic telephone service, internet access, or cable in an employee's satellite work location unless otherwise covered in the Remote Work Agreement.
9. The College is not liable for damages to the employee's property that may result from participating in remote work.
10. Non-work-related events and activities shall not disrupt or interfere with work at the satellite work location.

Work Documentation, Timekeeping, and Leave

1. Participating employees and supervisors should identify work documents for review and discussion on an ongoing basis to ensure that tasks are fully described and performed and/or completed in a timely manner.
2. A consistent schedule of remote work hours and days is desirable to ensure regular and predictable contact with College staff and others. For some positions, more flexibility in work hours and days is feasible. A specific work schedule will be stated in the Remote Work Agreement. Exceptions will be made when an employee's presence is required for a function or activity that cannot reasonably be re-scheduled.
3. Employees who are non-exempt must accurately report time and leave in the appropriate system of record in increments no greater than a quarter hour.
4. A non-exempt employee (as outlined by Fair Labor Standards Act) shall not work overtime without prior supervisory approval. If the employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with eligibility guidelines and applicable laws and policies. The employee understands that failure to obtain prior approval for overtime work may result in discontinuance of working remotely and other appropriate disciplinary action.
5. Leave must be requested and used pursuant to established College policies. Employees must obtain supervisory approval before taking accrued and available leave.

Supplies and Equipment

1. Supply needs must be preauthorized by the employee's supervisor. Out-of-pocket expenses for supplies will be reimbursed only if authorized prior to purchase.
2. Unless otherwise specified, the College will not provide worksite furniture for regular, recurring 100% remote or partial remote employees.
3. The need for specialized materials or equipment must either be minimal or flexible.

4. The College will provide equipment and materials needed by employees to effectively perform their duties. Remote employees may use college-owned equipment only for legitimate College purposes. Remote employees are responsible for protecting college-owned equipment from theft, damage, and unauthorized use.
5. The employee agrees not to duplicate college-owned software. The employee also agrees to abide by the licensing regulations and restrictions for all software under license to the College.
6. The employee shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The employee may be assigned to another project and/or work location that may necessitate termination of the Remote Work Agreement.
7. The College may pursue recovery from the employee for College property that is damaged, destroyed, or stolen while in the employee's care, custody, or control.

Non-Discrimination Statement

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.

This document is intended to ensure both supervisor and employee have a clear, shared understanding of the employees' ongoing Remote Work Agreement. Each arrangement is unique depending on the needs of the employee, supervisor, position, department, and the College. This agreement is not a contract and does not provide contractual rights to continued employment or to satellite work location. It does not alter or supersede the terms and conditions of employment of the current employment agreement.

Employee Name: _____

Employee ID Number: _____

Employee Email: _____

Department: _____

Supervisor: _____

JOB DUTIES AND SUPERVISOR REVIEW

The general expectation for a Remote Work arrangement at a satellite work location is that the employee will effectively accomplish their regular job duties regardless of where they are located. If there are specific job duties and/or expectations that may require the employee to be away from the satellite work location during scheduled remote work (i.e., travel, on-site/off-site meeting, and training participation), specify below or enter N/A.

Briefly describe the plan that will be put in place on how work productivity and quality will be evaluated, how the employee's work schedule will be managed, and how absence requests will be managed for approval.

Outline any operating costs, location expenses or equipment costs that have been agreed to be paid or not paid by the department and or College.

WORK SCHEDULE AND LOCATION

Please indicate whether you are moving to 100 % remote or a partially remote and provide your typical work schedule with an understanding that schedule variations may occur. Faculty schedules may not be easily captured in the “Work Hours” section and details may be added in “Notes” below.

100% Remote Partially Remote

DAY OF THE WEEK	WORK HOURS	WORK LOCATION
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Notes about work schedule:

REMOTE WORK ARRANGEMENT MODIFICATION

Either the employee or the College may end the Remote Work arrangement. The employee will be expected to report to the principal location of work at the time the agreement ends (unless extended) or within 10 business days from the date the notice was provided that agreement has been terminated early. All employee-proposed changes to an existing agreement are subject to department and/or college approval.

REMOTE WORK REVIEW

Remote Work agreements are to be reviewed annually (at minimum). Modifications to the agreement should be documented and reviewed by the employee and supervisor. Long-term or substantial modifications should be documented through a revised agreement.

POLICY AND PROCEDURE ACKNOWLEDGEMENT

POLICY ACKNOWLEDGEMENTS	EMPLOYEE INITIALS	SUPERVISOR INITIALS
I have read and understand the Remote Work Policy.		
I have read and understand the College’s Electronic Use Policy.		

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

EVP Signature _____ Date: _____