



Jamestown Community College Administrative Guidelines

Guidelines for	Remote Work	Approval Date	3/18/2020
Responsible Office	Human Resources	Review Date	

1.0 Purpose

1.1 These guidelines are provided to address emergency or extraordinary situations where remote working arrangements are deemed an appropriate response to the situation. These guidelines and the associated procedures provide assistance to departments when establishing remote work arrangements for employees whose responsibilities can be performed outside the traditional office setting during emergency or adverse situations such as severe weather conditions, a natural disaster, a pandemic, or an unsafe working environment.

1.2 A department's decision as to whether a remote work arrangement is feasible will depend upon:

- The employee's job responsibilities – if certain tasks and assignments can be performed remotely
- Availability of necessary equipment and materials to perform the work
- The remote work environment – if it is one in which the employee can work productively and safely

2.0 Guidelines

2.1 Jamestown Community College (JCC) recognizes that in certain emergency or extraordinary situations, the College may authorize employees to temporarily work remotely from home or another suitable location. Emergency or extraordinary situations may include temporary interruption of work due to campus closure or partial closure from safety or health measures that are put into effect by the College, or from other reasons such as a public emergency or worksite closure.

2.2 Temporary authorization to work remotely in an emergency or extraordinary situation will be at the discretion of college administration, and the decision will be based on the needs of the College, the status of the College's operations in response to the emergency or extraordinary situation, and on individual employee circumstances.

3.0 Procedures

3.1 Under certain emergency or extraordinary circumstances, the College may authorize designated personnel to work remotely from home or another suitable location.

3.2 Authorized personnel will be provided with Virtual Private Network (VPN) software and/or college-issued computer equipment with VPN access so that they are able to work remotely. Requests for access to other specialized software or programs should be directed to the IT Department.

3.3 **At no time** should you connect your computer to an unsecured Wi-Fi internet while accessing JCC sites, particularly using the VPN. This could allow hackers a gateway into the College's system.

3.4 Any employee who works from home or another suitable location must continue to follow all college policies and procedures, including acceptable use, and use reasonable caution, procedures, and equipment that maintain data storage and transmission securely. All paper records in the possession of an employee who is working remotely must also be properly secured, preserving confidentiality at all times.

3.5 Any employee working remotely is expected to fulfill all assigned responsibilities and work the same schedule they would work on campus. Any deviation from these expectations must be approved by management and must be documented accordingly.

3.6 Any employee working remotely is expected to be accessible to colleagues at any time during their scheduled work day. Accessibility includes email, telephone or other remote connections, as needed.

3.7 The College, in its sole discretion, reserves the right to terminate any remote work arrangement at any time.

4.0 Definitions

4.1 Emergency - Any event that affects the ordinary daily operation of the College including, but not limited to: fires, severe weather, natural disasters, power failures, emergency evacuation, temporary closure or relocation of a program to another facility or service site for more than 24 hours, a pandemic event and other events that threaten the immediate health and safety of persons served.

4.2 Extraordinary Situation – Any condition or occurrence that may interfere or is inconsistent with the conduct of normal business operations.

4.3 Remote Work – An arrangement under which an employee may work at a location other than their assigned campus due to a situation that prevents the employee from working at their assigned worksite. In such cases, the employee may be specifically authorized or required to perform work from the employee's home or another suitable location.

5.0 References

5.1 JCC Preparation Checklist for Working Remotely