Policy Title	Workplace Flexibility Policy
Policy Number	7030
Category	Human Resources/Personnel
Applicability	College-wide (Exempt and Guild Employees)
Responsible Office	Human Resources
Effective Date	June 16, 2025

I.   Policy Statement

Suffolk County Community College is committed to maintaining an efficient and effective working environment for its employees that serves the needs of the students with a primary focus on student success and retention. To fulfill this commitment, remote work requests and hybrid schedules may be approved for eligible employees While it is clear that all College positions require an in-person presence in order to provide the highest level of service possible to the campus community, there are positions which include duties that may be temporarily performed effectively from a remote location. This supports our commitment to work-life balance, accessibility, and inclusion while maintaining business continuity and performance standards.

II.   Rationale

The purpose of this policy is to outline the process for determining which positions are eligible for remote work or hybrid schedule, and to establish procedures for submitting and evaluating employee requests.

III.   Scope and Applicability

This policy applies to full-time Exempt and Guild of Administrative Officers employees who are approved to work remotely or on a hybrid schedule because they have responsibilities that can be performed effectively outside the traditional on-campus office setting.

IV.   Responsible Office/Executive

The Office of Human Resources has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Human Resources for more information.

V.   Definitions

- **Remote Work** is a temporary flexible work arrangement under which the employee performs the duties and responsibilities of the employee's position, or other authorized duties, from an off-campus worksite such as their home or an approved alternate work location.

- **Hybrid Work** is regularly scheduled remote work in combination with in-office work.

- **Authorized Approvers** are established titles to approve requests for remote or hybrid schedules. Campus Executive Deans, Area Vice Presidents and the College President are authorized approvers.

VI.   Policy Elaboration

This policy enables eligible full-time employees to submit and be considered for approval of a remote work or hybrid work arrangement, wherein the employee may request to work remotely for two (2) days every month. The day(s) when an employee may be allowed to work remotely shall be determined by the following authorized approvers, Campus Executive Dean, Area Vice President or President and based on the operational needs of the College.

Employees within the Guild of Administrative Officers unit and the Exempt Administrators would be eligible to participate in this program. When making a remote work request or hybrid schedule request, the employee must specify the intended alternate work location from which they plan to work remotely. The location must also be approved by the authorized approvers.

Remote work is not an entitlement, but a flexible work option that may be offered based on job function, individual performance, and team needs. Eligibility for remote work or hybrid scheduling will be assessed by the authorized approvers using the following criteria:
- The employee's job responsibilities can be effectively performed outside the office;
- The employee has demonstrated consistent performance, reliability, and accountability;
- The department can maintain productivity and service levels with a remote arrangement;
- The employee has adequate technology, including dependable internet connection for off-site work is available and consistent with the College's data and systems security requirements;
- The remote arrangement maintains the necessary interaction with co-workers, subordinates and supervisors can be maintained electronically and by telephone without adversely affecting operations or productivity of the employee's Department and the College as a whole;
- Other position eligibility criteria that the College determines to be appropriate, consistent with the College's goals and objectives.

In addition to determining whether the position is eligible for remote work, the consideration will also address whether the employee themselves is deemed eligible, as determined by the authorized approvers, in consultation with the Office of Human Resources. The following factors will be considered:
a. Length of time in position;
b. Disciplinary actions on file;
c. Employee's leave reports are submitted in a timely manner;
d. Demonstrated ability to work productively as shown by consistent and satisfactory performance of essential functions;
e. Available performance evaluations from the previous evaluation cycle.

The College, in its sole and absolute discretion, may modify or terminate a remote work arrangement at any time based on performance concerns, changes in operational needs, or if doing so is deemed to be in the best interest of the College.

Employees with a documented disability requesting remote work as a reasonable accommodation to enable the employee to perform their essential job functions must submit an Accommodation Request to the Office of Human Resources. Decisions concerning such requests will be made outside the scope of this Policy.

A. Employee Responsibilities

If the remote work or hybrid schedule request is approved, it is the employee's responsibility to ensure that the following rules and requirements are met.

1. **Compliance with College Policies**: The employee must adhere to all College policies and procedures, and applicable collective bargaining agreements. Approval for remote work does not change the terms and conditions of the employee's employment. For purposes of certainty, all existing terms and conditions of employment as set forth in the applicable collective bargaining agreement, and applicable College policies continue to apply.

2. **Alternate Work Location:** Employees approved for remote work are responsible for maintaining a safe, suitable and secure off-site alternate work location at their own expense. The alternate work location must be approved by the College. Under no circumstances may employees meet with students or other employees in a home setting. Any meetings with students and other employees should occur at a prearranged on-campus location, wherever feasible, or through College-approved videoconferencing platforms.

3. **Schedule and Performance Expectations:** Work hours do not change as a result of remote work arrangements, unless otherwise agreed to, and approved in writing by the authorized approvers. Employees are expected to be accessible by and responsive to telephone and email during their regular work hours while working remotely. Employees are also expected to regularly check their office voicemail and email. Employees must be actively working towards and fully focused on their professional obligations and duties while working remotely. Any absences during scheduled remote work hours must be requested and indicated/approved in the applicable College timekeeping and leave reporting system as though the employee was not working remotely.

4. **Caregiving Responsibilities:** Remote work will not be considered a substitute for childcare, eldercare, or other caregiving responsibilities. Employees are expected to make such arrangements for caregiving responsibilities so as not to adversely impact their remote work and productivity. If such alternate arrangements are not possible, the employee must request and use their accrued leave in order to attend to caregiving responsibilities or any other obligations which would prevent them from focusing their full time and attention on work.

5. **Information Technology and Information Security:** All College materials and information must be treated in confidence and maintained in a safe and secure manner. Employees are expected to review and be familiar with the College's Information Technology and Information Security policies, procedures, and requirements (see below), which for purposes of clarity, will continue to apply when an employee is working remotely. Employees are responsible for the safe and secure handling of all College data and documents taken off-site

or accessed from the alternate work location. Employees are only to use secure Internet connections when working remotely. Public wireless connections are not deemed to be secure. Home wireless networks used for remote work must be password-protected. Only College-owned encrypted computers or the use of an approved virtual secure network may be used for work purposes while working remotely. If an employee has been issued a College-owned mobile phone, this device should be the device used for work purposes while working remotely. Employees may also use a landline, as long as reliable contact telephone number(s) are provided by the employee to their supervisor, management, and colleagues, where the employee will be reachable during remote work hours.

6. **Capabilities to Remote work:** The employee is responsible for ensuring the availability of necessary equipment and materials to perform the work remotely, in consultation with their supervisor.

7. **Overtime**: In no circumstance will employees be permitted to work overtime during their approved remote work day.

VII.   Related Administrative Procedures

A. Procedures for Making a Remote Work Request

An employee may initiate a written request via email for a remote day or hybrid work arrangement to their supervisor for review and approval. All requests must have the approval of the Executive Dean and/or area Vice President, or the College President for those employees reporting directly to the College President.

VIII.   Cross-References

- [Employee Email and Cellphone Policy](#)
- [Information Technology Policies and Guidelines for Employees](#)
- [Official E-mail and Portal Policy for Faculty, Staff and Administrators](#)
- [Off-Campus Use of College Equipment Policy and Procedures](#)
- [Information Security Policies](#)

IX.   References

None

X.   History / Revision Dates

Adoption Date: June 16, 2025 (President's Cabinet)