

Approved date	May 19, 2023
Responsible Party	Office of Human Resources
Employees Affected	Full-time and Part-time Staff

(Remote) Work from Home Policy

Overview

Bryn Athyn College is a public-facing and student-service oriented organization, whose goal is to maximize these qualities to provide the best possible experience for those we serve. At the same time, we have the technology to effectively work remotely.

Purpose

To provide procedures for employees to request work from home and to outline the technological and professional guidelines and criteria for working from home.

Scope

While the College looks to ensure that the opportunity to work remotely is treated fairly, employees are not guaranteed the opportunity to work remotely.

The following criteria will be used to determine the feasibility of an employee working remotely:

- Dependability
- Job knowledge
- Flexibility
- Has been employed for a minimum of 3 months.

The following criteria will be used to determine the feasibility of a position to be performed remotely:

- Measurable work activities
- Independent work duties
- Limited need for face-to-face activity with constituents
- Ability to meet the standards for safety and security protocols as outline by Information Technology

Policy

- Employees are permitted to work remotely up to 1 day per week, more as approved by the supervisor.
- Just as when you are in the office, remote workdays are full, professional workdays. All our usual protocols for professionalism, responsiveness, productivity, and time-management remain in place. Ideally, remote work may facilitate concentrated, planned work time.
- Remote work should not be scheduled for extended personal obligations that take you away from your work. For these obligations, staff members are expected to use the appropriate leave time (vacation, sick time, etc.).
- You must be accessible by phone and email during the entire workday.

- Avoid scheduling remote workdays when you have meetings with more than one other person (staff meetings, committee meetings, etc.). If your remote workday requires a meeting to become virtual, please give the other individual(s) the option to agree to the virtual meeting before scheduling remote work.
- Remote workdays should not be scheduled if they will result in a department being short-staffed on site.
- Outlook calendar should be marked as “Working Elsewhere” in the Free/Busy indicator.
- Certain jobs by their nature require the employee to be on site. (Dining hall, maintenance, etc.) Possibilities for remote work for these employees may be limited to special projects at the supervisor’s discretion.
- Remote working privileges can be withdrawn at the discretion of the supervisor if the quality and quantity of work produced is less than expected, if the employee abuses the opportunity, or if the needs of the department change.

Procedure

- Submit a request to your supervisor at least three (3) days in advance, if less than that it is at the discretion of the supervisor to accept the request.
- Prior to your first scheduled work-from-home day, meet with the IT department to ensure that all criteria are met to secure data.