

# Los Rios Community College District

## Remote Work Supervisor/Manager FAQ

**1. Q: Which employees may participate in the remote work agreement?**

**A:** Remote working is open to all employees, including temporary staff and student workers, providing the district determines that their position can be effectively performed remotely.

**2. Q: May supervisors/managers allow some employees in their department to work remotely, while not allowing others?**

**A:** Yes. Remote work is *position* specific. You may have positions within the same department that may not be able to be performed remotely. Supervisors/managers are to effectively communicate this to the employee.

An employee's performance may also be a barrier to remote work. This is at the discretion of the supervisor/manager, and should be fully communicated to the employee.

**3. Q: May the employee decide to work a hybrid model, i.e. remote and in-person?**

**A:** Yes. However, such agreement must be approved by the supervisor/manager.

**4. Q: May the employee choose their own work hours?**

**A:** No. The employee's work hours will remain the same, unless otherwise approved by the supervisor/manager. Appropriate paperwork should be submitted to the VPA/Fiscal/HR for any permanent work schedule changes for regular classified employees.

**5. Q: My remote employee is not responding to me, what do I do?**

**A:** All supervisors/managers and employees must sign the Remote Work Agreement, which clearly details employee expectations. Supervisors/managers must have regularly scheduled check-ins with all employees. If an employee is non-responsive, the supervisor/manager is to document lack of communication, and engage the employee in progressive discipline. If an employee persistently fails to respond despite reminders to do so, it may be appropriate to modify or terminate the remote work agreement.

**6. Q: May a supervisor/manager terminate an employee's remote work agreement?**

**A:** Yes. Consistent with applicable law, the supervisor/manager may terminate the agreement at any time, for any reason. The supervisor/manager should articulate in writing an appropriate business reason for terminating a remote work agreement, with the effective date the remote agreement is discontinued.

**7. Q: What equipment will employees use while working remotely?**

**A:** Employees will be provided with a district-issued laptop computer for use while working remotely. The district will decide what additional equipment to provide based on the circumstances.

**8. Q: If an employee works a hybrid model, will they be issued extra technology equipment?**

**A:** No. All employees will be issued one set of technology equipment. If an employee needs technology equipment that cannot be used while working remotely, they may need to modify or discontinue their remote work arrangement.

**9. Q: May non-exempt remote employees work overtime?**

**A:** Established district/college policies for overtime approval apply.

**10. Q: How much notice must supervisors/managers provide an employee to report in- person?**

**A:** Employees who work remotely continue to be assigned to the same district location as their primary work location. Supervisors/managers may require employees to report in-person at their primary work location at any time, given reasonable advance notice. Supervisors/managers and employees may enter into an agreement whereby it is determined the reasonable amount of advance notice that is required.

**11. Q: Are supervisors/managers required to allow employees to work remotely?**

**A:** No. However, supervisors/managers are encouraged to allow flexibility in scheduling, when it meets the operational needs of the department.

**12. Q: If a department has both in-person and remote employees, how will department meetings be handled? Are supervisors/managers required to allow remote employees to attend meetings remotely?**

**A:** The decision on how to coordinate meetings is at the discretion of the supervisor/manager. Supervisors/managers are not required to hold hybrid model meetings. All expectations must be fully communicated to employees.

**13. Q: May supervisors/managers allow their entire department to work remotely?**

**A:** Yes, as long as all the positions may be effectively performed remotely, and students and the community are adequately served.

**14. Q: Are temporary staff and student workers required to complete the Remote Work Agreement?**

**A:** No, temporary staff and student workers are not required to complete a Remote Work Agreement to work a remote or hybrid schedule.

**15. Q: Are regular (non-temporary) employees that work a hybrid schedule required to complete the Remote Work Agreement?**

**A:** Yes.