

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

HUMAN RESOURCES

SUBJECT: REMOTE WORK

REVIEWER(S): President
Chair, Great Place to Work and Learn Committee

POLICY

Carolinas College is committed to facilitating a workplace environment that supports a variety of operational, professional and personal needs, knowing that such arrangements may vary depending on teammate responsibilities and the needs of the college. This policy provides guidance on responsibilities, limitations, and expectations of the teammates in remote work arrangement.

PROCEDURE

- A. Remote work arrangements allow teammates to work at home or another off-site location during a pre-approved length of time on a consistent or occasional basis. Teammates are encouraged to have open dialogues with their supervisor about the need for a remote work arrangement and to evaluate its feasibility. The following should be considered:
 - 1. The impact of the remote work arrangement on the operation and goals of the department and the strategic plans of the college.
 - 2. The ability of the teammate to perform the essential functions of the position as described in the job description while working remotely.
 - 3. The need to ensure compliance with college policy and workplace regulations.
 - 4. Providing our students with a great learning experience.
- B. Teammates and supervisors should discuss the resources needed for remote work and plans for maintaining the security of confidential information. Supervisors should work with the academic support team to arrange for all needed resources, but generally teammates working remotely should have the necessary equipment at home. Teammates working remotely will not be reimbursed for travel to and from the college.
- C. Teammates are responsible for the security of all student information (FERPA), all college information, and for complying with our Electronic Resources Acceptable Use Policy.
- D. The College may reevaluate the appropriateness of remote work determinations at any time. Work arrangements must be reviewed and evaluated periodically by the teammate and the supervisor/department chair to determine the effectiveness of the arrangement. The work location of a team or individual determined by the supervisor/department chair may change at any time, with a minimum of 30 days' notice to the teammate, in consideration of the needs of both the teammate and the College.
- E. To ensure the College aligns with our parent company, Atrium Health; the following designations should be assigned appropriately by the College for each teammate. Teammates who work more than 50% of their time remotely will be designated as "Remote." Teammates who have regular, frequent on-site requirements and are on-site nearly as often as they are remote will be designated as "Remote Plus."

REFERENCES

Related Policies to Consult

Carolinas College: ADMINISTRATIVE: Acceptable Use of Information Technology

Atrium Health:

Remote Work Policy (SE Region)

Acceptable Use Policy (Enterprise)