



SUBJECT: Human Resources

PROCEDURE: 403.13.1 Remote Work Procedure

EFFECTIVE: November 2023 **REVISED:**

REVIEWED:

Introduction and Purpose

These procedures set the guidelines for policy 403.13, in accordance with Montana's Board of Regents policy 715. These policies are in accordance with Board of Regents policy 715. Great Falls College acknowledges short term and temporary remote work requests and has set forth the following procedures to review such requests.)

Remote work criteria

Remote work may be approved if, after evaluation, all below criteria are met:

- the unit or department is eligible
- the job responsibilities of the position are suitable for remote work
- the employee can effectively perform the responsibilities while working remotely without disruption to the effectiveness of other employees
- the arrangement conforms to all regulations, policies, and collective bargaining agreements
- a remote work agreement is completed and approved

Short-term remote work requests

The employee must work with the immediate supervisor for approval. If approved, the start and end dates of the remote work arrangement must be documented in writing. For example, documentation may include an email between the employee and supervisor. The employee should update their calendar to reflect their work location.

Temporary remote work requests

Employees requesting temporary remote work complete the Remote Work Request Form. These completed form should be submitted to the immediate supervisor and to Human Resources. The immediate supervisor will review the request with Human Resources to determine if the job responsibilities of the position are suitable for remote work, if the employee can effectively perform the responsibilities without disruption to the effectiveness of other employees, and if the department's business hours will not be impacted. If the immediate supervisor approves the request, Human Resources will conduct a review to evaluate the remote work space environment, Information Technology needs and technology setup. The final step is approval by the CEO/Dean.

Approved requests

Once remote work is approved by the CEO/Dean, employees must complete the Montana University System Remote Work Agreement. Remote work arrangements and other required documents as requested by the college are completed and approved by Human Resources. All temporary remote work arrangements will be evaluated at least 3 months to ensure the arrangement is still in the best interest of the college. Evaluations of effectiveness of the remote work arrangement can be made at any time.

Conditions of remote work assignments

Remote work assignments do not change the conditions of employment. An employee's compensation and benefits will not change due to remote work. Work performed at alternate locations is considered official university business and documents created in the course and scope of employment are college business documents. Employees on remote work assignments are required to comply with all appropriate policies and procedures. The college may establish additional specific conditions that apply to employees working at alternate locations.



Hours of work

The total number of hours employees are expected to work will not change due to remote work. Work hours must be documented in accordance with college policies and procedures, Montana wage and hour laws, and the federal Fair Labor Standards Act.

Equipment and materials

The college will typically provide equipment and materials needed by employees to perform their duties effectively. However, remote work agreements may require employees to use their own equipment. The college will not assume responsibility for cost, repair, or service when authorizing employees use their own equipment. Remote work arrangements will not obligate the college to purchase or provide duplicate office equipment or services. If a remote work agreement is terminated, the employee is responsible for returning any college owned equipment to campus.

College-owned equipment

Employees may not use college owned equipment for personal use. See [Section 2-2-121, Montana Code Annotated](#). Employees are responsible for protecting college-owned equipment from theft, damage, and unauthorized use.

Integrity and confidentiality of work information

Employees must safeguard college information used or accessed while at the remote worksite. Employees must follow security procedures established by the college to ensure the protection, security, and confidentiality of college information and data.

Termination of remote work agreement

Supervisors, human resources and/or the CEO/Dean can terminate a remote work agreement at any time if the remote work is determined to not be in the best interest of the college. Employees will be notified verbally and in writing of the termination of remote work agreement.