

## **Barnard College Remote Work Policy**

**Effective Date: June 1, 2021**

### **Revision History:**

None.

### **Executive Summary:**

This policy is intended to set forth the College's protocols for remote work arrangements, whether department-wide or for an individual employee.

### **Reason for the Policy:**

Remote work can improve productivity and job performance, and because it may enhance work-life balance, it can be a tool for recruitment and retention. Additionally, there may be situations in which remote work may be the expectation or requirement due to the nature of the work or extenuating circumstances, including but not limited to shared campus office space, government regulations or health and safety considerations. Each request or required situation will be decided on an individual basis in accordance with the Procedure and will be expected to meet the requirements under the Policy set below.

### **Who is Responsible for This Policy:**

Responsible Office:            Human Resources  
                                                 Tel: (646) 745-8350  
                                                 hr@barnard.edu

### **Who is Governed by This Policy:**

All Barnard College staff are governed by this policy.

### **Definitions:**

#### **Remote Work**

Remote work is the performance of work away from the primary location at the College. It may involve a Hybrid arrangement (a combination of on-campus and remote work days each week), or Fully Remote arrangement (5 days per week off-campus) on a mutually agreed upon, regularly scheduled basis.

### **Policy Statement:**

#### **Initiating a Remote Work Arrangement**

Area Senior Staff members may implement a remote work arrangement for a particular department or individual.

Eligible Barnard College staff members may voluntarily request a remote work arrangement in accordance with the Procedure below, with approval from their manager, and the Senior Staff

member overseeing their area. In cases where the employee is represented by a union, the department must obtain prior approval from Human Resources.

Employees requesting a remote work arrangement must be employed with the College for a minimum of six (6) months, however area Senior Staff members may at their discretion implement remote work arrangements earlier.

Roles that require substantial in-person interaction with students, staff and/or faculty, directly involve campus facilities or provide support for on-campus activities, will rarely be approved for remote work. For roles/areas in which some remote work is beneficial to individual productivity and overall operational performance, a Hybrid work arrangement may be considered and approved. In limited cases a Fully Remote work arrangement may be approved for those roles in which fully remote work will benefit the operations of the College.

All remote work arrangements are revocable and may be discontinued by the College at any time and for any reason. These arrangements will be reviewed regularly in accordance with Procedure below. In the event of discontinuation, the College will provide advanced notice to the employee when possible.

Remote work arrangements are not an alternative to leave under the Family Medical Leave Act, appropriate use of sick time, vacation time or any other leave of absence, or a request for reasonable accommodation to accommodate a disability.

### **College Policies**

Employees working remotely are expected to adhere to all existing College policies and appropriate standards of professionalism as if they were working on campus, including but not limited to policies related to data security, confidentiality, and nondiscrimination.

### **Availability for On Campus Work**

All staff members are expected to reside within commuting distance to campus, with limited exceptions approved in writing by the appropriate Senior Staff member. The employee must be available to be on campus, commuting at their own expense, as necessary to attend meetings, training sessions, or similar events or occurrences.

### **Work Space**

- Employees are required to maintain their home workspace in a safe and ergonomically sound manner, free from any known and/or avoidable safety hazards.
- In-person work-related meetings should only be held at a campus location.
- The employee is responsible for providing the space, telephone, networking, and/or Internet capabilities at the remote work location, and shall not be reimbursed by the College for these, or any other related expenses.

### **Insurance**

The employee should report any accident or injury to themselves occurring at the remote workspace immediately to the employee's supervisor and the employee's HR Partner.

## **College Property**

- Employees are expected to provide their own equipment for use during remote work, however, the employee's department may provide or pay for equipment such as computers, printers and software as part of the remote work arrangement based on operational needs and in accordance with College policy.
- Employees are responsible for the safety and security of all College property. College Property should only be used by the employee. In the event of any loss or damage to College equipment or property, the staff member shall be personally liable.
- Upon termination of the remote work arrangement or of employment, the employee must return the loaned equipment to the College in the same condition in which it was originally received, minus normal wear and tear.

## **Taxes**

It is the employee's responsibility to determine any income tax implications of maintaining a home or remote workspace.

## **Procedure to Initiate a Remote Work Arrangement:**

There are three ways for an employee to be assigned a remote work arrangement:

1. In most situations, area Senior Staff members may implement a remote work arrangement for a particular department or individual.
2. Eligible Barnard College staff members may also voluntarily request a remote work arrangement. Staff may request a remote work arrangement by seeking approval from their manager, the Office of Human Resources as applicable, and the area Senior Staff Member through the [Remote Work Arrangement Request Form](#). In that same form, managers and Senior Staff members will review and document any approvals and reassessments. The final decision for any remote work arrangement is at the sole discretion of the Senior Staff.
3. Some staff members may be hired with a remote work arrangement as part of their role. Managers will work with Human Resources to determine the appropriate remote work arrangements (if any) for incoming staff with final approval by the area Senior Staff member.

Area Senior Staff members will work with the Office of Human Resources to implement a remote work arrangement for a particular department or individual.

All remote work arrangements will be documented and regularly reassessed, regardless of how they were initiated.

All remote work arrangements will be made on a trial basis for the first three (3) months and will be reviewed after the third and sixth month, and every six months thereafter. The composition of remote work arrangements will vary between and within departments and may change over time.

Managers will assess the appropriateness of a remote work arrangement based on a number of factors, including but not limited to:

- Nature of the role and work to be performed;
- Departmental need for in-person work to fulfill department business objectives;
- Ability to maintain high performance and expected quantity and quality of work while working remotely;
- Collaboration with others within and outside of the College, and whether that collaboration can be effective remotely;
- Need to manage or supervise other staff;
- Availability to respond to real time work issues (e.g., accessibility by phone, e-mail);
- Approval of a remote work arrangement is dependent upon the employee having a suitable work location at the off-site premises, including the level of privacy needed to work effectively and efficiently; and
- State in which the employee is intending to do remote work.

**Related Policies and Documents:**

[Acceptable Use Policy](#)

[Handling Sensitive Information and Our Duty of Confidentiality Policy](#)

**Website for This Policy:**

<https://my.barnard.edu/BC%20Policies/Remote%20Work%20Policy.pdf>