**Remote Work**

Remote work is an alternative method of meeting the business needs. It is not intended to provide an alternative to childcare or elder care. Student-facing positions are not eligible for remote work. Employees assigned remote work are required to meet the requirements provided. The ability to work remotely may be reviewed and changed at SJVCi’s sole discretion at any time.

An employee in a position designated for remote work must have office space that is professional in appearance when participating in video calls. The office space must comply with the College’s ergonomic and safety guidelines.

UCx and Teams are used for business calls. When participating in video calls the employee must comply with the dress and grooming policy.

Equipment and or supplies provided by the College remain the property of SJVCi. Request for return of equipment and or supplies may occur at SJVCi’s sole discretion at any time during employment or after termination of employment. Equipment and supplies provided by the company shall only be used for SJVCi work-related purposes. The employee is prohibited from allowing third parties, including family members, to use the equipment and or supplies, and is prohibited from misusing the equipment and or supplies. The employee agrees to maintain equipment and supplies in a safe and responsible manner and to comply with all SJVCi policies on hardware and software maintenance, systems and data security, and all software copyright laws.

The employee shall comply with all SJVCi policies and procedures regarding privacy, confidentiality, and security of all data, information, and records pertaining to any student, employee, or proprietary or confidential SJVCi information. The employee shall not print, download or otherwise make accessible to third parties, including visitors to and residents of employee’s remote office, any information concerning students, employees, or proprietary or confidential information except to the extent reasonably necessary for employee to perform job functions. The employee shall secure printed or downloaded information. The employee shall shred printed information and delete downloaded information after the employee ceases to need such information to perform job functions.

The employee has no power, authority or right to create a lien or encumbrance and will not permit any lien or encumbrance, including, without limitation, tax liens, mechanics’ liens or other liens or encumbrances to attach to remote work equipment.

Some localities, apartment complexes and housing associations may have zoning, licensing, or other restrictions on home office arrangements. The employee is responsible for determining whether such requirements exist at his or her remote location and for compliance with any restrictions. SJVCi shall not be responsible for any costs of the employee associated with these requirements, or with the employees’ failure to comply therewith.

Remote work must be approved prior to implementation by:

* For the campuses: senior leader and the institution’s HR Director
* For Ember: senior management and Ember Human Resources