



Remote Work Policy

San Joaquin Valley College, Inc. may designate certain roles to work remotely. For the purpose of this policy, “remote” employees—in their regular work assignments or in exceptional circumstances—means those designated by the Organization to work from home three or more days a week. Remote work assignments are based on the needs of the business and can only be approved by designated individuals, who are the: VP of Administration (SJVC), Associate Vice President, Administration (Carrington College), and the Chief Operating Officer (Ember Education). Furthermore, because of international tax and other concerns, remote employees are permitted to work exclusively in the U.S. and no other jurisdiction. If a remote employee permanently moves to a different U.S. state, he or she must give written notice to the individuals listed above and Human Resources (Employee.Relations@embered.com). SJVCi, at its sole discretion, may modify or terminate any remote working arrangement for any reason, with or without advanced notice.

Resources

Remote employees must have dedicated workspace to conduct company business and use company-provided hardware and software. Equipment and supplies provided by the College remain the property of SJVCi. Equipment and supplies provided by the Organization shall only be used for SJVCi work-related purposes. Employees must adhere to policies regarding privacy, confidentiality, and security of all data, information, and records related to student, employee, or proprietary information.

Employees must maintain company resources in a safe and responsible manner and comply with all SJVCi policies on hardware and software maintenance, and all software copyright laws. Requests to return of equipment and/or supplies may occur at SJVCi’s sole discretion at any time during employment or after termination of employment.

Confidential Information

Employees shall not share any information concerning students, employees, or proprietary information with any third parties, except to the extent reasonably necessary for employee to perform job functions. Employees must secure printed or downloaded information, and shred printed information and delete downloaded information when it is no longer needed to perform job functions.

Employment Policies

Although an employee may work from a remote location, the employee must still comply with the Organization’s policies and follow all applicable laws, including, but not limited to, policies regarding: unlawful harassment, discrimination, and retaliation; recording all hours worked (non-exempt employees); and taking rest and meal breaks (to the extent required by applicable state law).

Other Considerations

Some localities, apartment complexes, and homeowners’ associations may have zoning, licensing, or other restrictions on home office arrangements. The employee is responsible for determining whether such requirements exist at the remote location and for compliance with any restrictions. Employees who cannot work from their residence without violating a legal or contractual obligation may not be qualified to work remotely or work in a role that requires the employee to work remotely. SJVCi shall not be responsible for the employees’ failure to comply with such restrictions, including penalties.



Internet Service Allowance

Remote employees will receive a \$25 monthly allowance to defray the cost of their Internet service. Payments will be processed via payroll and appear on employees' biweekly paycheck. The allowance is calculated as follows: \$25 per month x 12 months = \$300 annually ÷ 26 pay periods = \$11.54 per pay period. If an employee finds that the cost of their internet service they use for work exceeds the allowance, they should contact Employee Relations (Employee.Relations@embered.com) and ask for a review. The employee may be asked to submit their invoices.