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Section Number:	50	Section Title:	Personnel
Policy Number:	50.10	Policy Name:	Working at Home Policy
Approval Authority:	College Board of Trustees	Approval Date:	01/18/2017
Responsible Executive:	VP for Finance and Administration	Approval Date:	12/05/2017
Responsible Office:	Human Resources	Approval Date:	11/17/2017

1. General Statement on Working at Home Policy

Maria College formally adopts, issues, implements, and updates policies, and maintains them in its web-based policy library. Individuals responsible for developing, implementing, and maintaining (including revising and/or rescinding) policies must adhere to the Maria College policy on Formulation, Issuance and Maintenance of Maria College Policies. Faculty, staff and students are required to follow policies that apply to their respective roles. Once approved by the Board of Trustees, Policies will reside on the Maria College website.

Maria College recognises that there may, on occasion, be circumstances when it would be more beneficial for staff to work at home in order to complete a particular task. It is not possible to offer home working to all staff as the requirements of some jobs will not be suitable for such arrangements. The following policy is applicable only to exempt staff.

Where an employee makes a request, prior permission is required before an employee can work at home. The employee should make the request to their Manager prior to working from home. Consideration will be given to any such requests and a decision regarding the suitability of working at home will take into account all relevant circumstances. The decision of the Manager is conditional, and is subject to reversal by the next level manager. This policy allows time limited (not ongoing) periods of work at home status. Maria College reserves the right to rescind prior approval to work at home for any reason.

This policy deals with:

- Occasional one-off home working
- Situations where the employee prefers to work from home and has an option.

2. Purpose

The purpose of this policy is to:

- a. outline the process for working at home or otherwise away from Maria College,
- b. ensure consistency in adherence to that process, and
- c. define the accountability of policy owners, relevant stakeholders and constituents affected by these policies.

3. Scope

Working at home is totally dependent upon certain criteria being fulfilled, these being that the employee:

- a. Has obtained prior agreement for home working from her/his supervisor (Late approval can be requested in the event of inclement weather).

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- b. Does not have other commitments with Maria College, or elsewhere at that time, including dependent care responsibilities that would conflict with the requirement to work. It is not appropriate to combine home-based working with dependent care. Employees are expected to make appropriate arrangements for the care of any dependents during working hours.
- c. Has a contact telephone number and is available to be contacted during the designated times.
- d. Has continuous access to the internet.

Recurring working at home agreements must be reviewed and approved by the President or a Senior Leadership Team member who is not responsible for the affected staff's work area.

4. Resources

- a. This section is reserved.

5. Definitions

- a. This section is reserved.

6. Policy

- a. Workload, reporting and monitoring
 - a. All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the employee's supervisor in line with normal procedures. If appropriate, the precise project or task must be agreed beforehand and accomplishments should be reported at the end of each day.
- b. Equipment
 - a. Where an employee chooses to work from home, and the supervisor agrees, employees will provide their own equipment.
 - b. Any equipment provided by The College for the purposes of working at home will be maintained by The College. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions and the IT policy. They must ensure that any such equipment provided is returned at the end of the arrangement. As defined by HIPAA & FERPA requirements, equipment must NOT be left unattended in any location or vehicle at any time.
- c. Insurance Cover
 - a. Employees are advised that working from home may affect the provisions of any home contents insurance and are advised to inform their insurer(s) prior to commencing working from home. The employee's computer equipment will be insured through the employee's insurance policies. Laptops are insured by Maria College while in suitable secured premises or on the person; otherwise they will be subject to insurance cover through the employee's insurance policies.
- d. Personal Details and Safety
 - a. Employees are advised not to release their home address and telephone number to non-members of staff. Employees are not permitted to meet volunteers, clients, or customers at home. In the event that any employee feels this is essential they must gain prior approval from their Manager.

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- e. Confidentiality and access
 - a. In accordance with Maria College policies, equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors. Supervisors should have access at a reasonable time to equipment and any paper records kept at an employee's home.
- f. Review of home working arrangement
 - a. At any time, the agreement to work from home may be reviewed by the employee or supervisor. This policy is also subject to review and does not form part of any contract of employment.
- g. Health and Safety
 - a. Maria College has a duty to protect its staff's health and safety at work in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it.
 - b. Employees are required to comply with the Maria College Health and Safety policy while they are at work and to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.
- h. Reporting Sickness Absence
 - a. In the event that the member of staff is sick during a period of working at home, then the normal Maria College sickness policies and reporting rules must be followed.
- i. Travel costs and other expenses
 - a. Transportation to appointments or for other work-related reasons shall be reimbursed on the basis of the total travel cost from home to the temporary work site, less the total normal travel costs from home to the employee's official Maria College work site.
 - b. Employees working at home are expected to provide their own furniture, heating, lighting, etc. Maria College will provide or cover the costs of consumables – stationery, pens and pencils, etc.
- j. Compliance
 - a. Failure to comply with any aspect of this policy or related policies such as Health & Safety and the IT policies may constitute a disciplinary offence.

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