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**Administrative Procedure**  
Chapter 7 – Human Resources

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## **AP 7170 REMOTE WORK**

Remote Work options allow employees and supervisors to mutually agree upon a varied geographic and daily distribution of their normal work hours. It does not change the number of days and/or hours worked. Remote work allows individuals the flexibility to adjust their work location and/or schedule to manage their personal needs while maintaining or increasing the efficiency, effectiveness, and equity of outcomes of their work.

The major benefits of a Remote Work schedule are to:

1. Improve program operational effectiveness and flexibilities, individual productivity, and morale;
2. Reduce absenteeism;
3. Expand opportunities for employee health and wellness;
4. Decrease the spread of communicable diseases;
5. Decrease commuter traffic and improve regional air quality;
6. Improve employee recruitment and retention;
7. Enhance flexibilities and opportunities for persons with disabilities;
8. Effectively continue business as a part of a disaster recovery or emergency plan.

### **Purpose**

The Long Beach Community College District (“District”) encourages workplace flexibilities to better support students, employees, and District operations. The District recognizes the benefits of flexible work options for employees when both program and employee personal needs can be met.

Managers and employees must understand that adherence to the policy and procedures is essential to the success of the Remote Work program.

The District’s Remote Work program is a separate and independent process from the ADA/Medical Accommodation process. All ADA/Medical accommodation requests must be referred to Human Resources.

### **Eligibility**

Remote work assignments are not suitable for all positions and essential personnel. Remote work will not be offered when doing so would impact the applicable unit’s ability to meet demand for on-campus services and supports to address internal and external District needs. All permanent Management, Confidential, and Classified District

employees in positions where one or more essential job functions may be performed remotely are eligible for a Remote Work assignment, pending approval as outlined below.

Temporary, short-term, substitute, and other non-permanent employees may be eligible for Remote Work when specific job duties allow. A Remote Work assignment for a temporary, short-term, substitute, or other non-permanent employee must be approved by the appropriate executive manager (Superintendent/President or Vice President).

### **General Eligibility Requirements:**

1. The employee and appropriate immediate supervisor meet to discuss position suitability, operational need, and employee eligibility for remote/hybrid work assignments.
2. Employees must keep their accrued vacation leave balance below the established maximum for their position.
3. Employees cannot have an outstanding, unpaid financial debt to the District.
4. Employees must be in good standing and cannot be on a performance improvement plan within the last year.
5. Employees must take their applicable breaks and lunches as scheduled (consistent with provisions of the Collective Bargaining Agreement—CBA) and continue to report absences and vacation time in workday.
6. Changes in hours due to a remote assignment must be reported in accordance with applicable CBA.
7. Employees' remote work location must be primarily within the state of California and within a reasonable vicinity to the District.
8. Employees must sign the Remote Work agreement.

Management, confidential, and classified staff are eligible to request remote work assignments pursuant to this protocol, with a maximum of up to two full workdays per work week. An employee's immediate supervisor may approve 1 full (no split shifts) remote workday per work week; a request for a second full remote workday per work week requires an approval by the area's Vice President. A request to work remotely beyond two days per work week requires the approval of the Superintendent/President.

The appropriate executive manager (Vice President) or the Vice President for Human Resources may approve exceptions to the general eligibility requirements. A denial decision by the appropriate Vice President and Superintendent/President is final.

### **Remote Work Assignment Options**

1. Ad Hoc: a periodic Remote Work assignment at the request of the employee and with the prior written approval by the appropriate supervisor or manager.
2. Fixed: a set, reoccurring schedule of remote work and onsite work assignments at the request of the employee with prior written approval by the appropriate supervisor or manager.

All employees, as outlined under “Eligibility” above, may request an Ad Hoc or Fixed Remote Work assignment. Employees may not be assigned a Remote Work assignment without their consent unless the assignment is necessary for continuity of operations during an emergency. Ad Hoc Remote Work assignments may also be used to manage personal and public health concerns, such as allowing employees who are experiencing symptoms of a communicable illness to work remotely, health permitting.

The decision to approve or disapprove of a Remote Work assignment shall be at the sole discretion of the District within the Management Rights clause of each collective bargaining agreement or employee handbook.

## **Employee Responsibilities**

Employees must be working and available for regular communication while working remotely. Regular communication may include telephone, email, video conferencing, and other readily available forms of communication. The supervisor may assign acceptable communication methods and expectations for timely response as long as they are consistent with onsite work expectations and standard business practices. Acceptable communication methods and expectations shall be clearly communicated to the employee.

Employees must maintain substantially similar overall work performance while working remotely. While some tasks, projects, and assignments may be improved while working remotely and others may be less efficient or effective, the overall level of performance must meet expected onsite work performance standards.

Employees must maintain regular communication with managers and supervisors, coworkers, and individuals served in the performance of their job while working remotely at a substantially similar level as would be accomplished working onsite.

Employees must complete a safety and ergonomic checklist attesting that their Remote Work location is safe and that they have appropriate equipment. Employees assume the duty to secure District equipment.

Employees must maintain the confidentiality and privacy of documents, communications, data, and any other information used while working remotely. The District will provide training as needed for the employee to effectively maintain confidentiality and privacy.

Employees must comply with District IT policies and procedures, including appropriate use of District equipment, timely and routine software and firmware updates, and other protocols to protect the integrity and operations of the District’s IT resources.

Employees must comply with all District policies/procedures, and applicable law, and CBA.

## **Supervisor Responsibilities**

Supervisors must provide timely support, feedback, and direction for employees working remotely in a substantially similar manner to employees working onsite. Supervisors must

be available through regular communication methods during their work hours, with clear expectations for responses to employees' communications.

Supervisors must proactively monitor employee performance, provide support and feedback, and ensure services and operations are not negatively impacted by remote work assignments. Supervisors must manage coverage and availability of services to ensure students, other District employees, and/or the general public receive timely and adequate service.

Supervisors must ensure employees have completed all requirements to participate in Remote Work and maintain eligibility, or promptly notify HR and the employee when they are no longer eligible for Remote Work.

Supervisors must complete training on managing remote work assignments successfully and maintain substantially similar performance in their supervisory duties.

Supervisors must ensure employees on a Remote Work assignment comply with all confidentiality and privacy requirements and District IT policies and requirements.

Supervisors shall endeavor to provide equitable Remote Work opportunities to all employees under their supervision.

## **Expenses**

Employees participate in this Remote Work program voluntarily and are responsible for any costs incurred to work remotely. Such non-reimbursable expenses include but are not limited to utilities, internet service, phone service, purchase of office equipment or furniture, home improvements, any construction, and any alterations to real or personal property. The District must provide equipment employees are required to use to perform their job. Employees must request equipment and supplies necessary to perform their job from their supervisor. Employees that purchase and use any equipment and/or supplies without prior approval will not be reimbursed.

## **Remote Work Assignment Considerations**

Remote Work assignments are assessed based on the essential job functions and employee performance. The following elements must be considered before a Remote Work assignment is approved:

1. Job Knowledge – does the employee have adequate job knowledge to perform their core functions without close supervisor or regular input from their supervisor and coworkers that would impede the efficiency of working remotely.
2. Employee Characteristics – does the employee's past performance demonstrate the necessary work quality, consistency, responsibility, accountability, and self-direction for successful remote work.
3. Task, Assignment, and Projects – can the employee's core work responsibilities be assigned, performed, completed, and managed away from the office.

4. Student/Employee/Public Contact – can the employee’s routine interpersonal interactions be conducted remotely without reducing the effectiveness, efficiency, or equity of services provided.
5. Reference Materials – does the employee have access to necessary information, guides, manuals, and similar resources and materials necessary to perform their work remotely.
6. Technology Resources – does the employee have adequate technology resources to perform work remotely (e.g. high-speed internet, monitors, etc.).
7. Special Equipment – do the employee’s routine work assignments require any special equipment requiring them to be onsite to complete core tasks.
8. Information Security – can the District provide adequate security of confidential and private information stored and transmitted through internet technologies and can the employee provide adequate security of information possessed, viewed, and used while working remotely.
9. Travel – will the employee be able to meet travel needs while working remotely.

### **Remote Work Assignment Termination**

Employees may request to end a remote assignment and return to onsite work at any time.

Supervisors may cancel an employee’s remote work agreement based on performance concerns with 5 calendar days’ notice.

A Vice President may cancel an employee’s Remote Work agreement based on a validated conduct issue with 24 hours’ notice, excluding weekends and holidays.

A Vice President may require employees to report to work onsite temporarily due to an unforeseen business necessity or emergency with 24 hours’ notice.

Supervisors may require employees to report to work onsite immediately during an emergency as directed by the Superintendent/President or Vice President

Also see the Collective Bargaining Agreements (CBA)/Handbooks for applicable employee groups. If there is any conflict between this procedure and the applicable CBA, the CBA provisions shall prevail.

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