

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.3.4

Title: Remote Employment	
Originated By: Human Resources & Vice President of Operations/Chief Information Security Officer	Date: 5/20/2024
President / Board of Directors Approval Date: 4/30/2024	
Revised by: Vice President of Operations	
Revision/Review Date: 5/28/2025	

Policy Statement: Manhattan Area Technical College recognizes and approves requests for employees to work remotely when it can be sustainably supported and permitted by appropriate leadership and does not pose a risk or undue hardship to the program, department, or college overall.

Rationale: MATC recognizes the need to provide employees with the opportunity to work remotely for Personal/Family needs, as reasonable accommodation, or during temporary workspace renovations. This policy is to ensure fair, transparent, and consistent enforcement and application of remote work employment opportunities for all employees. Remote work is a privilege, not an entitlement, and may be approved or revoked by MATC leadership and administration on a case-by-case basis. Even employees in similar or identical positions may not receive similar decisions for approval or denial of remote work. Approval for remote work is based on factors of request feasibility, the demonstrable capability of the employee to fulfill work obligations efficiently and sustainably when remote, and the determinable or perceived impact remote employment would have on departmental or college capacities, security, and finances. Remote work may be designated as incidental, hybrid, temporary, or regular per the circumstances and needs for which it is requested and approved.

Definitions:

- **Designated Work Site(s):** The location(s) where an employee is regularly assigned to perform work. Designated Work Sites for all positions are typically owned, operated, managed, leased or controlled by the college. An employee's designated work site may consist of one or multiple locations based on their position's scope of responsibilities.
- **Remote Work Site(s):** The location(s) where an employee is authorized or approved to perform work on an occasional, temporary, or regular basis that is not owned, operated, managed, leased or controlled by the college.
- **Incidental Remote Work:** Work performed at a remote location for a limited specific period not exceeding seven (7) days. Does not require formal procedural approval beyond supervisor.
- **Hybrid Remote Work:** Work performed partially at a remote location per a set continuous schedule. Set schedule must be reasonably adhered to, ensuring reliable availability of remote personnel.
- **Temporary Remote Work:** A short-term period (exceeding 7 days, but not exceeding 90 days) during which an employee is approved to work remotely during their full regular work schedule.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.3.4

- **Regular Remote Work:** Continuous work performed at a Remote work site that is not incidental, hybrid, or temporary.
- **Out-Of-State Employment:** Includes remote employees that do not reside in the state of Kansas and are subject to the laws and taxation of another state or are outside the US. MATC maintains the right to terminate out-of-state employment as necessary to avoid undue hardship and/or legal or financial risks to the college.
- **Remote Relocation:** The informal process by which an employee approved for remote work may relocate to a new remote work location. Relocation that involves moving to another state or work outside the US requires no less than 30-day advance notice to the immediate supervisor, supervising dean, and human resources for review and approval.

Procedure: Request for Remote Work.

All remote work requests should be discussed between the employee and their immediate supervisor prior to submitting a formal request. Incidental Remote Work requests may be authorized or approved solely by the supervisor.

When an employee and their supervisor have reached agreement on the feasibility and utility of the duration and expectations for employee's work as either Hybrid, Temporary or Regular remote work, they should complete The Remote Work Request Form (attached) and submit to Human Resources.

Employees may be required to provide additional information for necessary clarification and in support of a thorough review following delivery of a request for remote work.

Review and Approval or Denial of Remote Work.

Upon retrieval of the completed Remote Work Request Form, HR will share the form with appropriate administrative personnel and gather approvals or comments of logistical, security, and performance concerns of the request.

Once all comments and/or approvals are gathered, HR will submit these with a final 'summary of opinion' to the President who will provide the final decision approving or denying the request for remote work to HR and the requesting employee.

The President's decision of Remote Work Approval or Denial may alter the conditions and expectations of approved remote work from that which was requested. The President's approval may alter the type and/or schedule of remote work that is requested.

Timeline of Approval/Denial: The expected timeline for review and approval or denial of a Remote Work Request will vary based on circumstance. Timely responses are crucial to avoid negative impacts to the employee, department, or college. HR or designated responders should aim to provide an initial response to the employee, no later than 15 business days after the remote work request is received.

If an employee is not satisfied with the decision concerning their request for remote work, they may seek resolution through the employee grievance procedure (3.7.4).

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.3.4

Additional Terms of Remote Employment:

Remote employees are subject to the same policies, procedures, and regulations as non-remote employees, including those concerning employee conduct and confidentiality. Remote employees must practice strict due diligence and adherence to protecting and securing MATC technology and sensitive data per policy 9.1.1.

Remote employees must meet the essential duties and accountabilities of their position when at Remote work site(s) to the same degree as working from a college operated and designated location.

Remote employees are expected to maintain consistent availability and team communication throughout their established regular work schedule, responding to personnel communications (email, teams, etc), and attending MATC meetings as requested.

Remote employees are responsible for ensuring they have the necessary tools and means to effectively perform their job duties from approved remote site(s), and should be conscientious of the logistical, security, and financial impacts of those resource needs for sustaining remote employment. This requires proactive and ongoing communication with their supervisor, the business office, human resources, and IT personnel to identify and coordinate access to efficient and secure equipment as necessary.

During the remote work approval process, MATC will collaborate with the requesting employee to identify the necessary equipment and/or services required to perform their job duties and maintain appropriate data security, and will determine which items and/or services will be provided by the college:

At Separation of Employment:

- Employees may request to purchase company-provided equipment at its fair market value assessed by examining secondary-market resale comparisons from certified vendors. The purchase cost will be deducted from their final paycheck(s).
- Any equipment not purchased must be returned promptly to MATC with a shipping date no longer than 14 calendar days after the date of separation. Employees are responsible for ensuring the safe return of MATC property.

For equipment returns via shipping:

- Employees may request pre-approved reimbursement for shipping and insurance costs by providing a valid invoice and receipt.
- Shipping insurance is required to cover potential equipment damage. The necessary insurance value will be assessed at the time of separation and communicated to the employee by MATC.
- Tracking information is required for the sent package(s) and must be provided to MATC once the package has shipped.

Remote employees shall be responsible for loss or damage of MATC property whether caused by abuse or gross negligence (ie. conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable harm to property).

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.3.4

Remote Employees may end remote employment at any time and return to their regular designated work site(s), provided they communicate the intent to return no fewer than 15 days prior to their immediate supervisor.

In the event, that a remote employee or their position is subject to change or termination due to an anticipated undue hardship or risk caused by their position being enacted as remote, the employee must receive advance notice from the college of the change/termination. Advance notice for remote employees within the state is 15 days. Advance notice for out-of-state employees is 30 days.

Employees who have been approved for remote employment prior to the implementation of this policy (5/1/2024) are not required to submit a new Remote Work Request, provided that the conditions of the employee's remote worksite and schedule remain unaltered.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.3.4

MATC Remote Work Request Form

Employee Name: _____ **Position Title:** _____

Is the position Hourly or Salaried? ☐ Hourly ☐ Salary

Enter the physical address for the remote work site: _____

Anticipated Effective Date for Remote Employment: _____

Is the remote work site in the state of Kansas? ☐ Yes ☐ No

Note: Out of State Employment may require the additional review and approval of MATC's board of Directors and/or Attorneys for risk analysis in adhering to out-of-state requirements.

Which Type of Remote Work is Being Requested?

- ☐ Hybrid: Work performed partially at a remote location per a set continuous schedule.
- ☐ Temporary: Short-Term duration (between 7 and 90 days) of continuous remote employment.
- ☐ Regular: continuous remote work that is not hybrid or temporary.

Please provide the reasoning for this request in detail:

Please provide an explanation of the anticipated schedule and/or duration of employee being remote:

Signature of Employee: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Deliver Completed Form to Human Resources.

Initial Reviewers: Human Resources, Supervising Dean/Director, Chief Financial Officer, Vice President of Operations.

Reviewers must indicate if they recommend approving the request, and provide comments of concern for summary of opinion. Summary of opinion shall be delivered to the President and include: Limitations on remote capability for fulfilling position responsibilities; foreseeable causes of undue hardship, security or expense concerns, in-person participation requirements of the position, concerns of poor performance or inability to successfully complete work without supervision; other tax, insurance, or legal concerns that would pose a risk to the college or to the department/program.