



Book	Administrative Procedures
Section	Chapter 7: Human Resources
Title	Remote Work
Code	AP 7261
Status	Active
Adopted	May 16, 2025

The Superintendent-President is adopting this procedure in recognition of the changing dynamics of the work environment to provide for the well-being of employees by enacting a framework that allows employees to have variability in their work reporting location, including remote work reporting location, while advancing the mission of Barstow Community College. This policy applies to classified, confidential, and management employees. Policies regarding remote work assignments for faculty can be found in the Barstow College Faculty Association Agreement. Remote work assignments for faculty are outlined in the BCFA Collective Bargaining Agreement.

Remote work opportunities are arrangements which authorize an employee to work at a remote location, or a combination (hybrid) arrangement split between reporting on-site and at an alternative work site, considering the operational needs of the District. No employee is guaranteed the right to a remote work arrangement. Remote working authorization may be amended or rescinded, in accordance with this procedure. Not all positions will be suitable or eligible for remote work arrangements. Denial of an employee's request to work remotely shall not be subject to grievance procedures of any separate bargaining agreement. Where there is a discrepancy between this policy and a collective bargaining agreement, the collective bargaining agreement prevails.

Procedures and Guidance

1. Changes to this administrative procedure will rely on participatory governance protocols.
2. Barstow Community College is a leader **in** higher education regardless of modality. Our enrollment is approximately 50% in-person classes and 50% fully online classes. As such, we offer robust virtual and in-person services and educational opportunities.
3. It is crucial that BCCD employees provide services and support to students in a manner consistent with our mission of creating educational opportunities. Full-time employees of BCCD of all constituent groups must be available to meet the needs of the total campus community.

4. Collaboration involves effective communication, participation, and presence. We acknowledge and affirm that remote work tools, such as Microsoft Teams and Zoom, have allowed effective collaboration. Continued utilization of such tools, regardless of work site, is important to facilitate collaboration across multiple campuses and departments.
5. Long-term remote work arrangements may be approved but may not be available for all positions or individuals and will be considered on a case-by-case basis.
6. Employee participation in a remote work reporting location is completely voluntary. Forms for requesting participation and remote work agreements can be requested from the Human Resources Office.
7. Remote work arrangements must, with few exceptions, be cost-neutral to the District.
8. Employees participating in a remote work arrangement are expected to work their regular scheduled hours, and must request sick, vacation, and other leaves of absence in accordance with the normal process for making such requests, including those set forth in bargaining agreements and District Board Policies or Administrative Procedures, before taking leave. Remote work cannot be used in place of any type of leave.
9. Employees authorized to perform work remotely must meet the same standards of professionalism, productivity, and performance expected of District employees in terms of job responsibilities, work product, responsiveness, timeliness of assignments, and contact/communication with students, other District employees, and the public. Employees approved for remote work must have their cameras on when using Teams or Zoom to interact with students, community members, or other constituent members.
10. The District is not liable for any activity, damage, or injury which is not directly associated with or resulting from the employee's official job duties for which the District has no ability to exercise control. The employee must maintain a remote worksite that is reasonably free of hazards and is maintained in a safe and secure manner. The employee is liable for any injuries to third parties or family members or any damage at the remote worksite. The District assumes no responsibility for injury to any other person at the employee's residence or the alternate workspace within it.

Eligibility

Full-time and/or permanent District employees in positions where one or more essential functions can be performed remotely may be eligible for a Remote Work assignment, pending approval as outlined below. This policy does not prevent the district from offering remote work arrangements to other individuals on a case-by-case basis.

1. Employees with an unpaid financial debt to the District must have a repayment plan on file with the District in order to be eligible.
2. Employee's current job performance, including attendance and disciplinary records, and any current performance improvement plans must be at a satisfactory level.
3. Employees must not be on leave of absence.
4. Employees must be California residents; military exemptions may be allowed.

Types of Remote Work Arrangements

Occasional, short-term (less than ten workdays) remote work requests due to unforeseen circumstances should be managed by the immediate supervisor, in consultation with the appropriate Vice President, as needed. For all other remote work arrangements, employees must meet the following eligibility requirements.

1. Temporary Remote Work (more than ten workdays, up to 9 weeks): a temporary remote work arrangement, due to unforeseen circumstances, which allows up to 9-weeks, 45 calendar days and/or a total of 63 total days (including weekends and holidays) within a fiscal year.
 - a. No formal remote work agreement is required for this temporary situation; however, the details of the arrangement must be documented in writing, which may include e-mail between the employee and the immediate supervisor, with evidence of consultation by the appropriate Vice President, and must be reported to Human Resources for record keeping.
 - b. This arrangement may be used for emergency situations, such as quarantine, medical conditions, or other life circumstances, provided that the employee is able to perform the essential functions of their job and is not otherwise incapacitated. Verification may be required.
2. Hybrid Remote Work: a workplace alternative that provides the option of working from a virtual remote location (e.g., home, or other off-campus location) for part of the employee's regular work assignment with the remainder of the work being performed on campus.
 - a. A Remote Work Agreement is required.
 - b. A schedule shall be mutually agreed to by both employee and supervisor, in consultation with the appropriate Vice President.
 - c. Employees working under this arrangement must be able to perform their job duties effectively, must be responsive to the area they serve, and must respond to emails and phone calls within a timely manner, as laid out in the Remote Work Agreement.

- d. It is the responsibility of the supervisor to approve the agreements for the department to ensure adequate coverage in the department in all modalities and that remote days are distributed appropriately across interested employees and throughout the week.
- 3. Full Remote Work: In rare circumstances the District has the flexibility to grant a long-term full-remote work schedule on a case-by-case basis with the approval of the Superintendent President or designee.
 - a. A Remote Work Agreement is required (available in Human Resources).
 - b:- A schedule shall be assigned by the supervisor and approved by the appropriate Vice President.
 - c. Employees working remotely under this arrangement must be able to perform their job duties effectively, must be responsive to the area they serve, and must respond to emails and phone calls in a timely manner, as laid out in the Remote Work Agreement.
 - d. Employees on a full-remote work schedule will be made aware of any necessary in person events that they are expected to attend with advance notice.
 - e. Employees who request a full remote schedule will be responsible for all travel required for mandatory in-person events held on campus. Travel for professional development will be handled per respective collective bargaining agreements, board policy (BP 7400), and administrative procedure (AP 7400). Travel stipends for Fort Irwin employees will be suspended during full remote work.

Application Process for Remote Work Assignments

Employees may request a remote work assignment at any time and a manager has up to fifteen workdays to respond. For an arrangement other than Temporary Remote Work, the employee must complete the employee-portion of the Remote Work Agreement and email it to their direct supervisor for the employee's request to be considered. Requests for full remote work must also be approved by the appropriate Vice President. Classified professionals are encouraged to copy their union representative on their emailed remote work requests. Remote Work Arrangement Readiness Checklist and Agreement Forms are available in Human Resources.

Factors for Managers in Decision Making

1. Needs of the District and respective department as supported by data.
2. Nature of the employee's job.
3. Type of service.

4. Availability and cost of needed equipment for the remote work assignment as provided by the respective department.
5. Adequate and appropriate workspace at the employee's alternative work location.
6. Employee's current job performance, including attendance and disciplinary records, and any current performance improvement plans.
7. Impact to the work group, division, department, pathways, and the District.
8. Employees on leave of absence are not eligible for remote work.
9. Other job-related considerations deemed necessary and appropriate consistent with business necessities by the employee's supervisor, and appropriate area Vice President
10. Remote Work Agreement can be contingent upon the approval of changes to the employee's assigned work schedule when necessary to ensure coverage and department needs are met.

Duration of Remote Work Agreements

The duration of remote work assignments will be discussed between supervisor and employee before the start of a remote work agreement. Remote Work Agreements may last up to one year with annual review and may be extended by mutual agreement between the District and the employee. Remote work arrangements may be amended by mutual agreement, or may be rescinded by the supervisor. If rescinded, written notice shall be provided to the employee no less than 15 working days prior to the change to include a reason for the change in work location. In emergency situations, the 15 working day notice may not be possible. Revocation of remote work shall not be utilized as discipline and shall not be subject to any disciplinary procedures. An employee may terminate a remote work arrangement by mutual discussion with their supervisor. The employee's supervisor will be responsible for updating a new agreement if applicable at or before the end of each agreement duration.

Evaluation

The employee is subject to the normal evaluation procedures outlined in the appropriate collective bargaining agreement; where there is no collective bargaining agreement, the employee is subject to an annual formal assessment.

Review and Check In

After the first 30 calendar days, the employee and supervisor will have an informal, in-person (Zoom or Teams meetings are acceptable) discussion about how the remote work arrangement is working out for both the employee and the District. After the first 60 calendar days, the employee and supervisor will meet again in-person (Zoom or Teams meetings are acceptable) to decide about extending the remote

work assignment. After the decision to begin, extend, or end a remote work schedule, the supervisor will complete the reporting process no later one week prior to the beginning of the agreed upon extension date.

Review Process

The purpose of the Review Process is to secure equitable outcomes for remote work requests. In the Review Process the Vice President of Human Resources (HR) and a union representative will review disagreements in remote work requests or work location changes. If the Vice President of Human Resources and the union representative cannot come to an aligned decision, the expertise of the Vice President of Human Resources will prevail.

Review Process

1. An employee must request a review of a decision within three (3) business days.
2. A review request must cite in writing which portion of this policy was violated, misinterpreted, or misapplied.
3. A review request will only reconsider the original request, and any decision made in the review process is final.

[AP 7261.Remote.Work_Adopted.2025.05.16.docx \(71 KB\)](#)