



Hybrid and Fully Remote Work Policy for Staff

December 2022

I. Purpose

The purpose of the Hybrid and Fully Remote Work Policy for Staff (“**Policy**”) is to set forth the requirements that govern when and under what conditions hybrid or fully remote work arrangements are permitted, approved and maintained by the College.

II. Applicability

This Policy applies to all regular full and part-time staff of the College. It does not apply to teaching faculty, employees who are members of a collective bargaining unit, or to temporary employees, contractors, or interns.

III. Definitions

“Approved Fully Remote Work State” means Massachusetts or other state approved in the College’s sole discretion.

“Approved Hybrid Work State” means Massachusetts, Connecticut, Rhode Island or other state approved in the CollegeMerta aW-1 (r)n5not T16.105 0 Td()TjEMC ET/LBody A/CID 33 B

Type of Arrangement	Percentage of Time Working on Campus	Permissible Remote Work Locations
Hybrid Work Arrangement (1)	60% or more during applicable week or pay period	Approved Hybrid Work State (i.e., MA, CT, RI, or other state approved by College)
Hybrid Work Arrangement (2)	Less than 60% during applicable week or pay period	MA only
Fully Remote Work Arrangement	0%, except when presence on campus is specifically required	Approved Fully Remote Work State (i.e., MA or other state approved by College)

IV. Approval of Hybrid Work Arrangements or Fully Remote Work Arrangements

A. Approval of Position for Hybrid or Fully Remote Work.

The suitability of the position for a Hybrid Work Arrangement or Fully Remote Work Arrangement shall be assessed by the Vice President of the division including review of the job description, after considering any necessary updates and determining whether the essential job functions of the position or other necessary important functions cannot be performed in an effective manner other than at the College’s premises, and considering other impacts described below.

Hybrid Work Arrangements and Fully Remote Work Arrangements do not change the essential functions of a position. In some cases, it may be feasible and appropriate to reallocate tasks, other than essential functions, from one position to another based on a Hybrid Work Arrangement or Fully Remote Work Arrangement. However, in other circumstances the reallocation of tasks may not be possible or beneficial to the College.

The focus of the review is on the position role at this stage and not the individual employee in the position. Considerations include:

- The practical requirements of the work;

- Optimal team and department functioning and outcomes;
- How to ensure the best student education experience possible including in-person coverage;
- Whether equipment, materials, files or other materials necessary to the position can only be accessed physically on College property;
- Whether in-person contact with supervisors, other employees, students or the public on College property is a necessary or integral part of the position; and
- The College's commitment to community as an important component of the College's mission and identity. It is critical that we conduct our work in a manner that supports community building across the College.

Each position will be reviewed and classified into one of the following tiers:

- The position must be performed fully on campus;
- The position is eligible to be performed in a Hybrid Work Arrangement;
- The position is eligible to be performed in a Fully Remote Work Arrangement.

All fully remote positions and Fully Remote Arrangements (including, but not limited to, hiring an employee for such a position) require the express prior approval of the divisional Vice President or Senior Vice President and the Senior Vice President for Administration and Finance. These approvals will be made on an exception basis only as many functions support the College's mission as a residential College.

B.

Arrangements (including, but not limited to hiring an employee for such a position) must be approved in writing by the divisional executive leadership and the Senior Vice President for Administration and Finance.

The employee must complete the Hybrid and Fully Remote Work Arrangement Form, which includes:

- the employee's home address or other off-premises work location,
- the hybrid or fully remote work schedule, and
- the employee's signature, which will indicate the employee's agreement to comply with the terms of the

Arrangement or Fully Remote Work Arrangement, a performance improvement plan (PIP), and/or other disciplinary measures, up to and including possible termination.

VI. Management

Supervisors and managers who manage remote and hybrid workers will seek to provide the opportunity for employees to collaborate and connect with other employees in the department through meeting infrastructure and regular communication. Departmental and College communication and collaboration remain a priority.

VII. Hybrid or Fully Remote Work Requirements and Protocols

See Appendix A (below) for Hybrid or Fully Remote Work Requirements and Protocols.

VIII. Temporary Arrangements

The College's approval of hybrid or remote work on a temporary basis for any employee or group of employees (e.g., in an emergency or during inclement weather) does not mean that the essential functions of any particular job can, in fact, be performed remotely or in a hybrid format or that the employee or group of employees is otherwise eligible for such an arrangement.

IX. Remote or Hybrid Work as a Disability Accommodation.

Requests for hybrid or remote work arrangements as an accommodation for a disability or pregnancy-related condition are not reviewed pursuant to this policy. All requests for accommodations for a disability or pregnancy-related condition must be processed through Human Resources under the College's Reasonable Accommodations Policy.

X. Human Resources

Human Resources remains available as a partner and resource to department supervisors/managers and employees about the ongoing effectiveness of Hybrid Work Arrangements and Fully Remote Work Arrangements. Contact the Employee Relations Team for assistance with any part of this process.

XI. No Contract Rights; At-Will Employment.

Neither this policy, nor any approval of a Hybrid Fully Remote Work Arrangement, creates any contractual rights or entitlements. Nothing in this Policy protocol is intended to, or shall, affect the at-will nature of any employee's employment relationship with the College.

Appendix A

Hybrid or Fully Remote Work Requirements and Protocols

All Policies Apply.

All policies applicable to employees of the College and to the individual employee remain in effect at all times, irrespective of whether an employee has a Hybrid Work Arrangement or Fully Remote Work Arrangement.

Job Duties.

Employees must continue to perform all of their assigned job duties, and work for the full duration of their established daily or weekly -78q8m[J-c8E indi cn

Employees must accurately report time off for sick leave, personal days, floating holidays or vacation leave. All applicable time off policies continue to apply while an employee has a Hybrid Work Arrangement or Fully Remote Work Arrangement. All employees should continue to request time off and seek approval from a supervisor in advance, as required by applicable policies. Employees are required and expected to accurately report any leave or other time off used during the period they have a Hybrid Work Arrangement or Fully Remote Work Arrangement. If an employee's child or a family member requires care because they are sick, or due to school/daycare closures or other emergencies, employees must attend to such care by reporting such time as sick time, if appropriate, or as vacation or other paid time off, consistent with applicable policies.

A College employee with a Hybrid Work Arrangement or Fully Remote Work Arrangement is covered under the applicable workers' compensation law of the state, should injury occur in the course and scope of employment at the alternate workplace. Consistent with applicable law,

Employees who are given College property and equipment (e.g., laptops, desktop computers, scanners, printers, fax machines) must keep such items in a secure and clean location and not somewhere vulnerable to environmental factors that would damage the equipment such as water or extreme temperatures. The use of equipment when provided by the College may only be used by authorized persons and for purposes related to College business only. Employees are responsible for safeguarding and proper handling of such items and for the confidentiality and integrity of non-public College, student and other sensitive or private information and data. Employees are also responsible for following all applicable privacy, data security, and confidentiality laws (federal and state) and applicable College policies and procedures.

Storage of College documents or data on personal computers or devices is not authorized. Storage of personal information on College computers or devices is strongly discouraged and the College has no responsibility for such information or the maintenance or return of such information. To the extent an employee believes an exception to this policy is warranted, the employee should make a request via email infosec@holycross.edu before any data is moved from a College computer to a personal device. All such requests will be evaluated on a case-by-case basis. All employees should again review and familiarize themselves with the College's IT policies which can be accessed here: <https://www.holycross.edu/it/policies>

Any equipment or devices provided by the College must be returned to the College immediately upon request.