

Alternative Work Procedure	Procedure Number	6.5P
	Effective Date	05/10/23

1.0 PURPOSE

Laramie County Community College (LCCC) recognizes the growing demands on employees and the increasing challenge of finding new and better ways to provide service and meet our goals. LCCC is committed to identifying how and where employees do their best work and providing the opportunities for that best work to occur. The Alternative Work Procedure allows LCCC to utilize its resources most efficiently while providing the best environment for employee productivity and talent recruitment. Alternative work provides supervisors a way to successfully manage employees, time, space, and workload. This provides employees with increased flexibility with their work schedule, while allowing LCCC to maintain a progressive and productive work environment.

2.0 REVISION HISTORY

Adopted on: 05/10/23

3.0 PERSONS AFFECTED

Employees holding regular full-time positions are affected by this procedure.

4.0 DEFINITIONS

- A. *Alternative Work* – Alternative work includes compressed work schedule, customized schedule, fully and/or hybrid remote options. Requires mutual agreement between the employee and supervisor.
 - i. *Compressed Work Schedule* – A compressed work schedule refers to an extended, ongoing work schedule wherein the total number of hours worked each week are completed in less than five full days. A compressed work schedule does not alter the number of hours an employee is expected to work each week.
 - ii. *Customized Schedule* – A customized schedule refers to an extended/on-going arrangement that permits different start and end times from the defined LCCC or department business hours. A customized work schedule does not alter the number of hours an employee is expected to work each week.
 - iii. *Fully Remote* – Work that allows employees to perform their job duties from a location other than any LCCC campus with little to no expectation of a presence on campus.
 - iv. *Hybrid Remote* - An established work schedule that includes performing job duties from multiple primary worksites (campus, employee’s residence, and/or other approved location) on a recurring basis.

- B. *Alternative Work Agreement* - A written agreement between employee and supervisor for a period of normally thirty (30) consecutive calendar days or longer. The agreement must be reviewed and renewed on an annual basis. At the discretion of the supervisor, in consultation with Human Resources, the agreement can be used for lesser periods of time.
- C. *Alternative Worksite* – Location where off-campus work is performed such as employee’s residence and/or other approved location.
- D. *Business Hours* - Standard hours of operation are Monday through Friday 8:00am to 5:00pm. Effective the Monday after spring commencement through the Friday prior to the start of fall in-service, summer business hours are Monday through Friday 7:30am – 4:00pm for most positions on campus. Department hours may vary depending on business needs, including the summer business hours.
- E. *Flextime* – Available to non-exempt employees only. Flextime is applicable when an employee completes their required hours of work/week prior to their scheduled end time of the defined work week. With supervisor approval, the employee may leave work in lieu of overtime pay or compensatory time. Flextime must be completed in the same work week and cannot be carried over to the next work week. Flextime does not require an alternative work agreement.
- F. *Permanent/Principal Work Location* - A physical LCCC campus or outreach center location.
- G. *Remote Work* - A work arrangement in which some or all work is performed off-campus.
- H. *Work Week* - LCCC work week is 12:00am Sunday morning through 11:59pm Saturday evening.

5.0 CONSIDERATIONS FOR ALTERNATIVE WORK

- A. All employee requests for an alternative work will be considered on a case-by-case basis. Performance expectations for employees will remain the same regardless of work schedule or location, and supervisors have a responsibility to effectively manage employee performance.
- B. When determining alternative work, the needs of the College, students and the department take precedence and approval is not a guarantee. For approval, the employee must have a satisfactory attendance record, meet all performance expectations addressed through annual evaluations and 6.0 of this procedure, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to alternative work without causing significant disruption to performance and/or service delivery.
- C. Alternative work does not alter the responsibility and authority of supervisors to establish and change work schedules. A department which has established an alternative work agreement may discontinue, temporarily suspend, or alter the agreement if work needs change, if service is impaired, or performance is unsatisfactory with a minimum notice of ten (10) business days.
- D. Alternative work is not a substitute for leave taken pursuant to the Family and Medical Leave Act (FMLA) or reasonable accommodations requested pursuant to the Americans with

Disabilities Act (ADA); those requests shall be made through the appropriate LCCC processes.

- E. Alternative work is voluntary, and participation does not change the terms and conditions of employment, including but not limited to position description, salary, benefits, leaves of absence, and overtime.
- F. The supervisor or employee can request to terminate the alternative work arrangement. Reasons must be submitted in writing a minimum of ten (10) business days prior to the agreement's end date.

6.0 EXPECTATIONS FOR REMOTE WORK

- A. Remote work hours are to be worked as if the employee is working on campus and may not be used to perform personal activities, even if the work hours are outside of the LCCC business hours. Hybrid and fully remote work agreements may also include compressed and/or customized work schedules.
- B. The presence of dependents or others in the household should not bar remote work; however, employees should not engage in dependent care activities when performing job duties. Though occasional, brief interruptions may occur, interruptions must be minimal to avoid work disruptions.
- C. Prior to the start of an employee's hybrid or fully remote work, the supervisor and employee must discuss and set a work schedule. The schedule will be based on the number of days approved by the supervisor for the employee to work remotely and include start and end time, and break periods. The work schedule must comply with Federal, State, and LCCC policies and procedures. Any changes to the work schedule, including both exempt and non-exempt employees, must be approved in advance by the immediate supervisor.
- D. During the set work hours, employees must be available to customers, co-workers, managers, supervisors, and LCCC leadership, by the means and methods as determined by the supervisor. All employees working remotely must notify their supervisors if they leave their work site during work hours, just as they would in the permanent/principal work location. They must also notify their supervisor if they are not performing work due to vacation, sickness, or other types of leave. Employees approved for alternative work are subject to the LCCC leave policies and procedures and must request time off.
- E. Remote employees are expected to attend meetings as scheduled. The supervisor and employee must discuss expectations for meetings and determine when the employee must attend in-person meetings if the meetings fall on a remote workday. When joining meetings virtually, employees are expected to have the camera on and actively participate in the conversation.
- F. Remote workers must maintain the professional work environment standards identified in Appendix A.

- G. Normal commute time between alternative work location and the permanent/principal work location is considered commuting time and is not compensable in most cases. LCCC can require fully remote workers, including those working out-of-state, to report to campus. Any required on-campus engagement will be determined by the employee and supervisor in advance. Travel expenses incurred while commuting from alternative work location to campus such as airfare, lodging, and per diem will not be covered by LCCC.
- H. Any equipment provided by LCCC for use in an alternative work location remains the property of LCCC. The employee is responsible for ensuring all college-issued equipment is maintained in a safe and secure manner. All LCCC equipment, supplies, and other property must be returned immediately upon request, termination of remote participation, and/or termination of employment.
- I. The College does not assume liability for loss, damage or wear and tear of employee-owned equipment. All expenses of employee-owned equipment at the alternative work location are the responsibility of the employee. Individual tax implications, automobile and homeowners' insurance, and residential utility costs are the responsibility of the employee, along with local codes, zoning, and other requirements affecting home offices.
- J. Federal and state tax implications of remote work and use of the home as an alternative work location is the responsibility of the employee.
- K. Office supplies needed for the alternative work location will be obtained through the normal supply request departmental procedures. Expenses will be reimbursed only if preapproved and are consistent with LCCC policies. LCCC assumes no responsibility for operating costs associated with the alternative work location including but not limited to maintenance of alternative work location, internet, and personal mobile devices.
- L. The employee is responsible for establishing and maintaining a safe and adequate remote location when the remote location is in their home. The employee will be responsible for all costs related to modifications of the remote location, including but not limited to furniture, remodeling, electrical or any other space modifications. ADA reasonable accommodation requests related to the remote location will be reviewed on a case-by-case basis and are excluded from this policy.
- M. Employees are covered by workers' compensation while they are performing official work functions in the designated alternative work location or the alternative worksite during the agreed upon work schedule. If the alternative work location is outside of Wyoming, please check with Human Resources to determine coverage. Workers' compensation only covers accidental injury or illness arising out of and in the course of employment. Employees working remotely must keep their work site safe and free from hazards. If an injury occurs, employee and supervisors must follow the LCCC [Leave Procedure 6.6.1P](#).
- N. The College assumes no liability for any injuries to the employee's family members, visitors, or others in the alternative work location. Use of the alternative work location for in-person work-related meetings is prohibited unless approved by the immediate supervisor.

- O. Security of confidential information is of primary concern and importance to the College. Employees who work remotely are expected to adhere to all applicable laws, rules, regulations, and College policies and procedures regarding information security. Security standards set by ITS must be demonstrated and maintained. All information assets (e.g., equipment, software, and confidential information, etc.) used by the employee are subject to these security policies. Employees must ensure the security of data and information that is transported to and from their remote location.
- P. LCCC is not responsible for insuring the remote location. Employees are responsible for purchasing personal insurance for employee-owned equipment and for the remote location, if desired. LCCC is not responsible for any loss or damage to any employee-owned equipment or to the remote location.
- Q. Employees are responsible for promptly notifying their supervisor of an equipment malfunction or failure of either LCCC-owned or employee-owned equipment needed to do assigned work, or connectivity issues. If the malfunction prevents the employee from working, the employee must notify the supervisor immediately. The employee and supervisor should discuss other options available for completing work.
- R. Weather/emergency closures procedures are found in LCCC [Leave Procedure 6.6.1](#). Remote employees experiencing a weather related or other event that restricts or prohibits their ability to work should contact their supervisor for further instruction.

7.0 ALTERNATIVE WORK AGREEMENT APPROVAL PROCESS/TRAINING

A. Alternative Work Agreement Process

- i. Request of less than thirty (30) days must be approved by the employee and immediate supervisor. Such requests do not require an alternative work agreement.
- ii. Requests for alternative work assignments of thirty (30) consecutive calendar days or longer require approval by all individuals in the supervisory chain including the applicable cabinet member. The alternative work agreement must be reviewed and renewed on an annual basis.
- iii. In the event of an inability to come to an agreement on the terms or approval of an alternative work agreement, employees and/or supervisors can work with Human Resources to seek a resolution.

B. Training

Employees approved for alternative work which requires an agreement, and their immediate supervisor will be required to complete training provided through Human Resources prior to the commencement of the work agreement.

Appendix A

Remote Work Environment Standards

- Have reliable internet allowing for participation in virtual meetings/appointments.
- Have camera on during virtual meetings and be prepared to engage.
- Keep a professional workspace free of clutter during virtual meetings or use a virtual background.
- Dress for virtual meetings as if attending meetings on campus.
- Engage in a virtual meeting in the same way as in-person meeting. If an action or activity is not acceptable during an in-person meeting, it is not acceptable for a virtual meeting.
- Keep Microsoft Teams launched and available during business hours. Teams training will be provided if needed.
- Maintain an accurate Outlook calendar to assist others when scheduling meetings and/or appointments.