

Bryn Mawr College Staff Remote Work Policy

Bryn Mawr College is committed to providing exceptional educational programs, and a residential liberal arts experience for its students, while recruiting and retaining a highly qualified workforce in a working environment that supports success.

The College's Remote Work Policy allows eligible employees to work at alternate work locations. Remote Work is a voluntary work alternative that is appropriate for some employees and some work activities. Whether a particular employee may work remotely is a decision made on a case-by case basis, taking into consideration the nature of the position, an evaluation of the likelihood of the employee succeeding in a Remote Work arrangement and an evaluation of the supervisory or technical support required. Staff who are granted Remote Work must be able to come into work if requested. Remote Work must occur from the home address on record with Bryn Mawr College.

No Bryn Mawr College employee is entitled to or guaranteed the opportunity to work remotely. This Remote Work Policy will be reviewed periodically, and may be amended or discontinued. Many jobs require staff to be primarily on campus to serve our students and others who comprise our College community; these categories of positions are ineligible for Remote Work.

Employees who are approved to work remotely will be required to sign a **Remote Work Agreement** with the College, consistent with this Policy.

All employees working remotely perform the same work that they would in the College workplace, and in accordance with performance expectations and other agreed-upon terms. Remote Work agreements may be established for long or short-term periods.

An employee's classification, compensation, and benefits will not change if the employee is approved for Remote Work.

- The position in question requires the employee to have immediate access to documents or other information located only in the workplace;
- The Remote Work arrangement will impact service quality or College operations, or increase the workload for other employees;
- The position can be structured to be performed independently of others with minimal need for support and little face-to-face interaction.

The Office of Human Resources, in consultation with individual departments, will also identify broad categories of positions that are ineligible for Remote Work, including but not limited to direct service and positions that require presence on the College's campus (e.g., Campus Safety, Dining Services, Facilities, and Housekeeping). This list of positions is not exclusive, and the Office of Human Resources may identify additional positions that are ineligible for Remote Work at any time.

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scheduled for Remote Work. A request for an employee to attend a meeting or event on campus despite it being a designated remote workday does not guarantee that another remote day may be substituted. Supervisors will check in with employees at intervals to determine if the arrangement is working for both the College and the employee.

4. **Use of Leave.**

When employees are authorized to use their own equipment, the College is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the Remote Work agreement.

The employee is responsible to immediately alert the College of any suspected data security breach connected to their own equipment.

7. **Costs of Remote Work.** The College does not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as a Remote Work alternate work location.
8. **College Information Security:** Employees must safeguard College information used or accessed while performing Remote Work in accordance with the College's Data Handling Policy, Acceptable Use Policy, and other applicable information technology policies. Remote Work employees are responsible for following all College security procedures to ensure confidentiality and security of data.

Remote Work Agreement

Remote Work, with the exception of Occasional Remote Work, approval and scheduling will be confirmed in a Remote Work Agreement. The Agreement will document the specific conditions that apply to the Remote Work arrangement.