

Section: 300 – Human Resources	Subject: Employment Environment
Policy: Remote Work	Approved: August 17, 2021
Policy #: CCS 383.01	Date of Last Amendment:
Approved: Susan Huard, Interim Chancellor	Effective Date: August 18, 2021

1. Policy Statement

Remote Work is an arrangement under which employees perform their assigned duties and other authorized activities from an approved site other than the assigned Community College System of New Hampshire (CCSNH) institution for a pre-approved length of time on a consistent or occasional basis. The CCSNH has adopted a Remote Work Policy to enable staff employees in certain positions to work from an alternate workspace on a full or part-time basis. The Remote Work Program is discretionary and does not create an employee right or entitlement, except for employees with disabilities for whom Remote Work is determined as a reasonable accommodation.

2. Scope of Program

CCSNH is committed to having employees physically present to provide direct services, interact with and coordinate work activities with colleagues, and maintain operations. While working remotely,

4.2 An employee's salary, job responsibilities, number of hours worked, and benefits remain unchanged if transitioned to a remote work arrangement.

4.3 All CCSNH policies, including those related to ethics/conduct, data security, timekeeping, and safety,

5.5 Workspace repairs or alterations necessary to meet minimum safety requirements are the employee's sole responsibility.

5.6 The employee agrees to maintain a policy of homeowners or renters' insurance covering liability and damage to CCSNH property resulting from circumstances outside of the employee's control.

5.7 All CCSNH materials and documents shall be kept in the designated alternate workspace and shall only be accessed by the employee. The employee must take adequate measures to safeguard confidential or other sensitive information.

6. Equipment, Supplies, and IT Support

6.1 Each CCSNH institution will provide the necessary

7.2 CCSNH is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

8. Income Tax

8.1 It is the