

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2127

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PROCEDURE TITLE: Information Technology Division Personnel: Remote Work

STATUTORY REFERENCE: FLORIDA STATUTES 110.171; 1001.64 and 1012.855
State Board of Education Rules 6A-14.041, 6A-14.0411 and 6A-14.047

BASED ON POLICY: II-2 All Personnel Actions and Levels of Appeal

EFFECTIVE DATE: October 2, 2019

LAST REVISION DATE:

LAST REVIEW DATE:

I. PURPOSE

This procedure establishes Miami Dade College guidelines for alternative work locations, remote work from home for approved Information Technology (IT) Division positions.

For the purposes of this procedure, the following definitions shall apply:

- a. Approved Safeguards: Ensuring the adequate protection of the physical security and the data security of the device.
- b. Employee(s): Any person employed in approved positions in the IT Division within the State of Florida.
- c. Official Work Location: An employee may have only one official work location. The determination of the work location will be decided based on the best interest of the College. The official approved work location is the employee's home.
- d. Required Remote work: A work arrangement whereby employees are required to perform all of the normal duties and responsibilities of their positions at home through the use of College owned computers away from the College's official work location.

II. PROCEDURE

- a. The College may establish remote work as an integral part of the normal business operations of the College and require that specific work be performed remotely at the employee's home.

- b. Where employees participate in the Remote Work Program as part of normal business operations, the employee's position description shall include the remote work requirement. Such employees shall receive at least 30 calendar days' written notice of intent to impose or remove remote work option, and at least 15 calendar days' written notice of intent to revise the terms and conditions of a current remote work arrangement. Such employees shall be provided with the equipment and supplies necessary to carry out the job functions from the remote work site. A remote work requirement shall be included in recruiting announcements.
- c. Performance measures shall be established that evaluate the performance of individuals who are assigned to the Remote Work Program.
- d. All travel reimbursement, (considering cost and peak travel times) are determined using the employee's official work location and in accordance with College Procedure 3400: Travel Reimbursement for the District Board of Trustees, the President, College Employees, and other Authorized Persons.
- e. Leaves of absence while the employee is assigned to the Remote Work Program are governed by the College's established policies and procedures governing leave.
- f. Security and Confidentiality: Employees shall apply approved safeguards to protect College data or records from unauthorized use and disclosure or damage as set forth in Policy V II-I: Use of Computing Resources at Miami Dade College and Policy VII – 5: Miami Dade College Information Security Plan.
- g. Remote Work Program: Management determines employee work schedules consistent with the organizational needs of the Division. Where an employee is required to work remotely, the employee's job description shall include this requirement.
- h. Eligibility Criteria: To become and remain eligible to participate in the Remote Work Program an employee must meet the following minimum criteria:
 - 1. The employee must reside outside Monroe, Miami-Dade, Broward and Palm Beach Counties.
 - 2. The employee must agree to the requirements stipulated in the Remote Work Program Agreement.
 - 3. The employee must agree to attend all required meetings and training programs at locations designated by the Division.
 - I. Employees participating in the Remote Work Program are subject to the same rules, policies and procedures regarding attendance, leave, job performance, performance evaluations, discipline, and separation action as are all other employees. Therefore, an employee's participation in the Remote Work Program will not adversely affect their eligibility for advancement or any other employment rights or benefits.
 - II. Employees participating in the Remote Work Program are prohibited from

conducting face-to-face College business at the employee's home. Remote workers should schedule meetings at the College's official work site or an appropriate alternate location. If a remote worker has difficulty locating a meeting site, they should consult with their supervisor to determine an appropriate location to conduct a face-to-face meeting.

- III. Remote work is not to be utilized for providing care for others at home. Employees cannot work effectively while trying to care for others. Therefore, an employee participating in the Remote Work Program is required to have adequate arrangements for caregiving before the start of the remote work arrangement. The Division of Human Resources may require documentation of the caregiving arrangements.
- IV. Approved participation in the Remote Work Program must be supported by a written agreement. The agreement must include, at a minimum, specific terms and conditions governing the remote work, which must include:
 - (1) Verification by the employee that the remote site (employee's home) provides work space that is free of safety and fire hazards;
 - (2) Provisions which hold the College harmless against any and all claims, excluding workers' compensation claims, resulting from an employee working at an approved remote work site;
 - (3) A description of the security controls that the Division considers appropriate and necessary to protect College-owned equipment; and,
 - (4) A description of the conditions imposed to ensure the appropriate use and maintenance of any equipment or items provided by the College to the employee to facilitate satisfactory performance of the College's business while participating in the Remote Work Program.
 - (5) If you are creating performance measures then the agreement should include the performance rubric signed by the employee to indicate his/her awareness of the performance standards

The agreement must be signed by the Vice Provost/IT/CIO and the participating employee prior to the commencement of participation in the Remote Work Program.

- V. An employee may work remotely up to five (5) work days per week or as required by operational needs. The employee is expected to meet with the supervisor to receive work assignments and to review completed work as necessary on a schedule to be determined by the supervisor. The employee will continue to complete all assigned work according to work procedures, guidelines, and performance standards.
- VI. An employee working remotely is covered under the Workers' Compensation Act if injured in the course of performing official duties at the remote work site. An

employee's claim for benefits or services will be governed by Chapter 440, F.S. If an injury is determined to have been caused by employee negligence or employee failure in maintaining safe working conditions over which the employee has or had control, the employee may be subject to disciplinary action.


4. In order to participate in the Remote Work Program an employee must have received consistent satisfaction or above performance reviews.
 - i. Reimbursable Expenses: Remote work may incur various expenses to establish and maintain the arrangement. Employees should work with their supervisor to determine those expenses that are eligible for reimbursement. Verification of expense eligibility and approval from supervisor must be received before making any purchases or securing any services. All reimbursements will be in accordance with College Procedure 3400 and Florida Statutes.
 - j. Technical Requirements for Participation in the Remote Work Program:
 - a. Employees must have a high-speed internet connection (DSL, Cable, etc.) to efficiently work.
 - b. Only College -owned computers and mobile devices shall be used to connect to the College network.
 - c. Employees must follow College Policy VII-I: Use Of Computing Resources at Miami Dade College and Policy VII-5: Miami Dade College Security plan, Security of Data and Information Technology Resources.
 - d. A periodic review by the IT staff may occur with at least 24 hours advance notice to ensure compliance with the appropriate access methodologies. Any noncompliance could result in revocation of remote work computer related privileges.
 - e. College Owned Equipment.
 - (1) College owned equipment will be used at the employee's approved remote site. The equipment will continue to be maintained by the College but must be protected against damage or misuse. If maintenance is required on the equipment it is the responsibility of the remote worker to contact their supervisor to coordinate repairs. The employee is expected to establish approved safeguards to ensure the remote work site is free from hazards to the employee and College owned equipment. The supervisor may inspect the remote site periodically to ensure proper maintenance of College owned equipment, but must notify the employee at least 24 hours in advance of the inspection.
 - (2) Employees are not permitted to save College data on any unencrypted removable media device (USB drive, CD, etc.).
 - (3) Employees must follow College policies and procedures when using College owned equipment while participating in the Remote Work Program.

f. Private Owned Equipment

- (1) Department maintenance of an employee's personal equipment used while participating in the Remote Work Program is prohibited. Also, the Division will not be liable to the employee for personal equipment and costs for personal utility expenses associated with remote work.
- (2) Equipment provided by the employee will be at no cost to the College and will be maintained by the employee. The College is not liable for damages to the employee's property which is related to the employee's participation in the Remote Work Program except as provided for by section 768.28, F.S. The College is not responsible for operating cost, home maintenance, or any incidental cost (e.g., utilities) associated with the employee's participation in the Program.
- (3) Employees are not permitted to save College data on a personal PC or other computer related equipment.

g. Records

- (1) The approved Remote Work Agreement or the Notice of Termination of Remote Work Agreement shall be sent to the Division of Human Resources. A copy of the approved Remote Work Agreement and any Notice of Termination of Remote Work Agreement will be placed in the employee's official personnel file.

	
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	10/02/2019
PRESIDENT	DATE