



Local Procedure: 4.2.2p2. Remote Work and Alternate Work Locations

Purpose: Augusta Technical College's vision is to be a nationally recognized academic institution that transforms lives, organizations, and communities through excellence, innovation, and partnerships. The vision of the institution is only attainable by having a world-class engaged workforce. The institution also seeks to be an employer of choice with a heightened focus on creating a high functioning organizational culture (Strategic Priority II). Providing workplace flexibility is one important step in achieving our vision.

FULL TIME FACULTY

Summary: Full time faculty will be required to have 32 hours of on campus service/work a week. Eight (8) hours can be done remotely with supervisor's approval.

Details: Scheduled 32 hours on-campus work hours; Eight (8) remote hours of off-campus work will continue to include:

- Classroom and online instruction;
- Posted program advisement hours;
- Department and program work;
- Assessment Plans;
- Program accreditation work;
- Committee work;
- Graduate-recommendations for and follow up;
- Division and school meetings; and
- Additional tasks as assigned by Dean, Provost, and/or President.

During remote hours faculty would continue their work tasks, may be asked to attend online meetings, and must be immediately responsive to emails/phone calls from college faculty/staff, and should respond to all email inquiries **within two hours of receipt**.

During breaks between semesters, faculty could flex 16 hours each week with remote-time approval from Dean.

- Two-week break between Summer and Fall Semesters
- Two-week break between Fall and Spring Semesters
- One-week break between Spring and Summer Semesters

This will not be a one-size-meets-all plan. Each academic school would operate differently within the College's guidelines. There are scheduled days throughout the academic year for which an employee will not be allowed remote work (i.e., convocation, professional development days, college commencement).



**FULL TIME STAFF
(Only Non-Essential Staff Members)**

Summary: Full time Non-Essential Staff Members will be required to have 32 hours of on campus service/work a week. Eight (8) hours can be done remotely with supervisor approval.

Details: Scheduled 32 hours on-campus work hours; Up to 8 hours remotely throughout the week with the discretion of their supervisor and/or the needs of the office.

During remote hours staff would continue their daily work tasks, may be asked to attend meetings (either face-to-face or via Webex/TEAMS), and must be responsive to emails/phone calls from college faculty/staff. Staff should respond to all email inquiries **within two hours of receipt** while working remote hours.

During breaks between semesters, staff could flex 16 hours each week with approval from their direct supervisor. If their direct supervisor is not a director, then additional approval must come from the Vice President.

- Two-week break between Summer and Fall Semesters
- Two-week break between Fall and Spring Semesters
- One-week break between Spring and Summer Semesters

This will not be a one-size-meets-all plan. Each division would operate differently within the College's guidelines. There are scheduled days throughout the academic year for which an employee will not be allowed remote work (i.e., convocation, professional development days, college commencement)