

### **I. Purpose**

To establish clear and consistent guidelines for employees working in locations other than college campus sites.

### **II. Scope**

This policy applies to all College employees who receive prior approval from their supervisor to work remotely.

### **III. General**

Regardless of the location of their workstation or the time of day actual work is accomplished, all full-time college employees are required to work a minimum of forty hours per week, and all part-time employees are expected to work their designated number of hours per week. Employees are expected to follow supervisor-approved work schedules; the respective Executive Leadership Team (ELT) member or designee has the final decision regarding an individual's work schedule and location.

### **IV. Working Outside of the State of Michigan**

A. In order to ensure compliance with the applicable statutes and regulations of all government bodies (nations, states, cities, municipalities, etc.), effective August 14, 2023, all LCC work must be performed in locations, as specified below:

1. Only individuals who reside in Michigan are directly employed by LCC.
2. Any LCC employee may work temporarily outside of the State of Michigan for a period of 15 working days or less, provided they receive advance written approval from their Administrative Supervisor.
3. LCC employees are prohibited from working outside of Michigan in any given state or nation, for more than 15 working days in a 12-month rolling period.

B. Employees must enter address changes in Banner self-service or notify Human Resources, in writing, of address changes within seven days of the change of address.

C. Failure to comply with this policy may result in disciplinary action, up to and including termination.

### **V. Responsibility**

Responsibility for the interpretation and administration of this policy and the establishment of the procedures governing Remote Work is delegated to the Executive Director of Human Resources or designee.

Adopted: January 21, 2003 (Working from Home)

Revised: 6/18/2018, 01/24/2022 (renamed: Remote Work), 06/20/2023