



Policy

Remote Work

DCB.620

EFFECTIVE DATE: March 2020

REVISED: February 2025

Policy – A Remote Work policy provides a fair and consistent application of rules across Dakota College at Bottineau (College). A Dakota College at Bottineau employee (Employee) may request to work remotely provided the work schedule is set and mutually agreed upon between the Employee and their immediate supervisor.

A Remote Work Agreement (Agreement) found under forms on the College website between the Employee and College will be completed before the Employee works remotely. The Employee agrees to follow established procedures upon obtaining approval for remote work.

- The employee will provide detailed documentation of work performed remotely.
- Compensation, benefits, and work status will not change due to this Agreement when the Employee is performing the same work as when in the College campus setting.
- The Employee will be allowed to use College equipment and to use the equipment only for official purposes. Use by family members and others is prohibited. The College agrees to install, service, and maintain any State-owned equipment issued. Any State-owned equipment will be returned to the College at the termination of the Agreement.
- The College will supply materials necessary to complete assigned work at the work site through the Employee's in-office visits. Out-of-pocket expenses for supplies normally available through the College will not be reimbursed.
- All College data must be handled securely and confidentially.
- The Employee must maintain safe conditions in the work area and practice the same safety habits in the designated work area as the Employee would in the Employee's office on the College's premises.
- Worker's Compensation coverage will be provided for the Employee while under the Agreement when injuries are sustained in conjunction with the Employee's regular work duties. The College assumes no liability for injuries occurring to the Employee at the work site outside of the agreed-upon work schedule or when injuries sustained are not in conjunction with the performance of the regular work duties.
- The Employee will continue to work in pay status while working off campus. An employee working overtime which must be approved in advance will be compensated in accordance with the Fair Labor Standards Act and College policy. The Employee agrees that failing to obtain proper approval for overtime work may result in removal from the option to work remotely or other appropriate action.
- The College will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. internet connection, utilities) associated with the use of the Employee's residence.



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- The College will not be liable for damages to the Employee's property resulting from participation in working remotely. Upon signing the Agreement, the Employee agrees to hold the College harmless against all claims, excluding Worker's Compensation claims.
- The evaluation of the Employee's job performance will be based on established standards. Performance must remain satisfactory to continue the Remote Work Agreement. Employees will not be allowed to work remotely while on a performance improvement plan.
- The Employee will apply safeguards that are approved by the College to protect records from unauthorized disclosure or damage. All records, papers, and correspondence must be safeguarded for their return to the office.
- The Employee agrees to work at the office or remote location and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement and/or other appropriate disciplinary action.
- The Employee agrees to refrain from meeting with students or individuals to conduct work in their home. Communication will be conducted via telecommunication or over the phone.