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**Subject:** Remote Work Flexibilities Program

Hello SDCCD Community,

Throughout the COVID-19 pandemic, our District has successfully pivoted to remote operations in many areas, demonstrating a hybrid mix of in-person and remote work and services can enhance access and equity for our diverse communities. Remote work flexibilities provide opportunities for many employees to achieve greater balance between their professional and personal commitments while increasing the effectiveness, efficiency, and equity of their work. [Administrative Procedure 7170 – Remote Work](#) has been approved through the participatory governance process and by Chancellor Turner Cortez, establishing a formal remote work program for the District. It is my privilege to share the details of this new program with you.

### **Purpose**

The remote work program offers new flexibilities in when and when employees perform their work. With appropriate approval, employees may adjust their work location and schedule to better manage their personal and professional obligations while maintaining or increasing their overall work performance. The program also ensures the District and employees comply with labor code and workplace health and safety regulations when work is performed from a remote work location.

### **Eligibility**

All employees whose job includes duties and assignments that may be performed remotely are eligible to request a remote work schedule. This includes Classified Professionals, Confidential, Faculty, Supervisors, Managers, and NANC employees. There are four criteria employees need to meet to be eligible for a remote work schedule:

1. Where applicable, an employee's accrued vacation balance may not exceed their established maximum accrual
2. Employees cannot have a unpaid financial debt to the District
3. Employees cannot be on a formal performance improvement plan
4. Employees' remote work location must be primarily within the state of California

An employee who does not meet one or more of the eligibility criteria may be approved for an exception by the appropriate executive manager (Chancellor, Vice Chancellor, or College President).

### **Remote Work Options**

There are two remote work schedule options:

1. Ad Hoc – a periodic remote work assignment at the request of the employee with approval by the appropriate supervisor or manager
2. Fixed – a recurring schedule of remote and in-person work assignments

An Ad Hoc agreement allows an employee to request to work remotely when desired while typically working in-person. Ad Hoc agreements are ideal for employees whose job duties require them to work in-person and may occasionally work on projects or assignments which may be completed remotely. A fixed agreement is an ongoing schedule of remote and in-person work in which the employee works the same recurring pattern of in-person and remote locations. Fixed agreements are ideal for employees whose essential job duties may be performed in-person or remotely with the same level of service and performance.

100% remote work assignments may only be approved by the appropriate executive manager, with the exception of Adjunct Faculty assigned only distance education courses during a given semester or session.

## Employee Responsibilities

The remote work program is voluntary. Employees requesting to work remotely or accepting a distance education assignment are responsible for providing an appropriate remote work environment with the technology and other resources needed to perform their work. Unless required by the District to use a specific resource, employees will not be provided or reimbursed for the utilities, equipment, resources, and other expenses they may incur while working remotely.

## Impact on Classifications

**Instructional Faculty** – the Faculty Collective Bargaining Agreement governs the assignment of distance education courses and is unaltered by AP 7170. Beginning with the summer 2022 session, Instructional Faculty teaching one or more distance education courses will need to complete an Ad Hoc remote work request as described below. Instructional Faculty teaching in-person courses only and performing non-instructional duties remotely will also need to complete an Ad Hoc remote work request. Instructional Faculty performing all of their work assignments in-person will not need to complete a remote work request. This applies to contract and adjunct instructional faculty.

**Non-Instructional Faculty** – Non-Instructional Faculty who wish to perform their scheduled assignment duties remotely may request a fixed or Ad Hoc remote work assignment as appropriate. Each College will be responsible for determining whether non-instructional services will be eligible to be provided remotely as the District resumes in-person operations. Non-Instructional Faculty who perform their off campus duties remotely, as defined by the Collective Bargaining Agreement, will need to complete an Ad Hoc remote work request beginning with the 2022 summer session or fall semester as applicable. This applies to contract and adjunct non-instructional faculty.

**Classified Professionals, Confidential, Supervisors and Professionals, and Managers** – Employees in these classifications who wish to have a recurring schedule of remote and in-person work should request a fixed remote work schedule. Employees who may occasionally wish to work remotely while performing the majority of their duties in-person should request an Ad Hoc remote work agreement. Due to the nature of the work performed, some classifications will not be eligible for any form of remote work.

## Remote Work Request Process

Before submitting a remote work request, **you must discuss your interest in a remote work schedule with your supervisor and obtain your supervisor's consent.** During the initial implementation of the program, remote work requests will be reviewed by the executive managers at each College and District division to ensure remote work assignments can adequately support operations and are approved equitably.

Employees seeking to work remotely or assigned distance education courses will complete an online remote work request. The request form is available here:

<https://mysdccd.atlassian.net/servicedesk/customer/portal/13/group/50/create/258>

The first time you click on the link, you will need to set up an account using your SDCCD email address and creating a new password. Once you have set up your account, you may return to the request form at any time by logging in with your credentials.

## Sign up

Sign up to view or comment on mySDCCD Support Desk requests.

For security, we'll send a private sign up link.

Send link

Already have an account? [Log in](#)

Once your account is established, you will be able to complete the Employee Remote Work Request and Approval Form:

[mySDCCD Help Center](#) / [SDCCD Human Resources](#)



## SDCCD Human Resources

Welcome! You can raise a request for SDCCD Human Resources using the options provided.

What can we help you with?



### Employee Remote Work Request and Agreement Form

Remote Work options allow employees and supervisors to mutually agree upon a varied geographic and daily distribution of their normal work hours. It does not change the number of days and/or hours worked. Remote work allows individuals the flexibility to adjust their work location and schedule to manage their personal needs while maintaining or increasing the efficiency, effectiveness, and equity of outcomes of their work.

Once approved, the following constitutes the agreement between the named employee and the San Diego Community College District (District) on the terms and conditions of the individual's participation in a remote work assignment.

Employees must attach [Safety and Ergonomic Checklist](#) to this request.

In addition to the fields contained within the online form, you will need to complete the "[Safety and Ergonomic Checklist](#)" and include it with your submission.

Once submitted, the request form will be sent to the appropriate Vice President at each College or District division manager for review. If approved, the form will be reviewed by Human Resources for compliance with the eligibility requirements. Once approved or denied, the requesting employee will receive an email notification of the outcome.

There are several key considerations impacting whether a request will be approved. All interested employees should review AP 7170 closely for a detailed explanation:

<https://www.sdccd.edu/docs/District/procedures/Human%20Resources/AP%207170.pdf>

A formal remote work program is a significant step towards to a new normal for the District and our Colleges as we emerge from the COVID-19 pandemic a more resilient and dynamic educational institution. As with any new program, there will be opportunities to reevaluate the current parameters and processes and implement improvements. I encourage everyone to approach this program with our students as our first priority, in a spirit of cooperation, and with

patience. Expanding flexibilities in an exciting opportunity and one we must approach deliberately and intentionally to prevent any unintended negative outcomes for our students, the services we provide to our communities, or for employees.

Thank you,

Greg

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DISTRICT**

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