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Southeast Community College

Office of Human Resources

Return to On-Site and Remote Office Guidance for Supervisors and Administrators

The COVID-19 pandemic presented many challenges and learning opportunities for Southeast Community College. With tremendous effort, reflective thinking, courage, and flexibility, SCC continued to offer the highest-quality learning and support experiences for our students. New technologies were embraced by faculty and staff in unique and creative ways. Various forms of virtual communication allowed employees and students to continue their work remotely when required. The College will utilize these experiences to enhance its operational practices as we prepare for the 2021 Fall Semester.

It is anticipated that improving pandemic conditions and circumstances will allow additional employees to return to work on-site. However, supervisors, with guidance from their administrator, will have discretion to allow employees to work remotely based on several factors, including their specific position and circumstances.

The following guidelines are intended to help supervisors and administrators leverage the new methodologies and technologies to maximize productivity and to promote a positive, engaging and communicative environment for students and employees. These guidelines are specific to the assignment of on-site versus remote work environments. Additional general guidance will be provided for operational protocols.

Supervisor considerations when recommending remote work assignments:

- Supervisors have the discretion, with guidance from their administrator, to allow an employee to perform some of their work remotely based on several factors, including the type of work, the need to be available to students in-person, past performance associated with remote work, and other work-related considerations.

- Supervisors should discuss their plans and recommendations with their responsible administrator in advance of finalizing their recommendation(s) and giving final approval.

- General guidance is that all employees should work onsite at least two (2) days or more per week to promote collaboration, communication and culture-building. Supervisors are encouraged to consider a combination of half days and full days where appropriate. SCC seeks to have a vibrant on-site climate with the majority of employees conducting most of their work in-person. Exceptions, including the possibility of performing all work remotely, would require approval from the Office of Human Resources.

- Supervisors should ensure frequent communication among all staff whether they are working on-site or remotely.

- For individuals approved to perform some of their work remotely, the supervisor is responsible for establishing and monitoring the work schedule, work hours and tasks for remote work days.

- Supervisors are expected to support their staff working on-site or remotely through transparent communication, clear direction and availability.

- Supervisors should continually promote effective employee performance to meet the needs of the students/staff/visitors of the College.

Employee Responsibilities and Expectations:

- Employees must provide a remote work site that is safe, free of hazards, and is professional and appropriate as they perform their work, respond to calls, and attend virtual meetings.

- The remote work environment is expected to provide a quiet and professional setting free from distractions and disruptions.

- Employees must be available during their scheduled remote work day to timely respond to calls, emails and messages.

- Employees are encouraged to embrace existing and new technologies available to improve their performance whether they are working on-site or remotely.

- Employees are expected to actively participate in helping the College maximize a positive and engaging organizational climate by encouraging input, reflective and transparent communication and compassion and respect toward the views and ideas of others.