



**SUBJECT:** Human Resources

**POLICY:** 403.13 Remote Work

**RELATED PROCEDURE:** 403.13.1 Remote Work Procedure

**EFFECTIVE:**

**REVISED:**

**REVIEWED:**

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### **Introduction and Purpose**

The college recognizes there may be circumstances in the college's interest to allow employees to work from alternate work sites for part or all of a work week. This policy establishes the guidelines for reviewing, approving, and administering remote work arrangements with college employees pursuant with the [Board of Regents policy 715](#).

### **Policy**

Great Falls College MSU follows Montana Board of Regents policy, [715 Remote Work Arrangements](#), when determining alternative work locations. Remote work requests must be approved by the appropriate manager, human resources and the CEO/Dean. With the exception of faculty who teach in entirely online programs, no permanent remote work arrangements will be approved.

Remote work is not an entitlement nor is it an employee benefit provided by the college. Any remote work arrangement may be approved for a specific time period, and can be discontinued at the discretion of the college at any time.

Remote work is not intended to be used in place of sick leave, Family and Medical Leave, Workers' Compensation, or other types of leave. Requests for remote work as a religious or reasonable accommodation under the Americans with Disabilities Act are separate from regular remote work approved under this policy. Such requests must be made to Human Resources.

### **Definitions**

Short term remote work: A remote arrangement for 10 or fewer workdays. These types of requests are infrequent and not regularly scheduled. For example, an unplanned personal obligation, inclement weather, or traveling on college business could be reasons for making this ad hoc request. Short term remote work arrangements may be available for classified and professional staff, and full-time faculty.

Temporary remote work: A remote arrangement for more than 10 days. This is a planned arrangement that must receive approval from the employee's manager, human resources, and the CEO/Dean. Temporary remote can include remote work 5 days a week or a hybrid of on campus and remote location work. Temporary remote work arrangements will be evaluated every 3 months to ensure the continuation of the arrangement is in the best interest of the college. Professional and classified exempt staff are eligible for temporary remote work arrangements after at least six (6) months of service in the position intended to be covered by the remote work arrangement.

Permanent remote work arrangements: A remote arrangement where the employee permanently works from home or from another off-campus location. Permanent remote work arrangements are only available to faculty who teach course in an entirely online program.

### **References**

Montana Board of Regents Policy: [715 Remote Work Arrangements](#)

[Montana Code Annotated: 2.18.101](#)