Temporary Remote Work Policy
Effective 03/16/2020

While Antioch College employees are typically expected to work on the physical campus, the College is implementing this temporary remote work policy in response to safety concerns associated with the spread of COVID-19.

Because of the extraordinary situation in the workplace caused by COVID-19, some employees will be working remotely for a temporary period. We understand that employees might not be able to perform all of their job’s essential functions during this temporary period because they will be working remotely. However, given these exigent circumstances, Antioch is temporarily adjusting its policies to allow remote work options. Please understand that this is subject to change.

Remote work allows an employee to work all or part of the work week from a location other than campus. Remote work is an alternative that may be appropriate for some employees and some positions. Employees working remotely are subject to all College policies and procedures.

Additionally, employees in a temporary remote work arrangement must agree to the following:

- Employees working remotely will be solely responsible for the configuration of and all of the expenses associated with their remote workspace unless the College expressly agrees otherwise. This includes access to an Antioch College laptop or your private computer with internet access; a personal phone that you can use for Antioch business; and any other material or equipment needed during this time.
- Remote working includes being fully available to colleagues during work hours (as agreed upon with your manager) via phone, email, Google Chat and/or Zoom.
- Productive work is expected during remote work.
- Expectations regarding attendance, communication, deliverables and measuring productivity must be established with your supervisor.
- Institutional documents, reports, records and equipment must be securely stored and maintained in accordance with the College’s policies. Employees working remotely are responsible for the security of all Antioch College information that they access during this time.

All employees who are working remotely, including those working with dependents at home, must meet the expectations above.

If an employee’s manager deems that a temporary remote work arrangement is not working effectively or as envisioned at any time, the remote work arrangement can be revised or discontinued.
Employees who intend to work remotely should complete the **Temporary Remote Work Form** which must then be approved by the employee's manager and the Vice President of their respective area.