

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Remote Work Arrangement</b>		<b>SOP #: HR.031.02</b>
Effective Date	03/18/20	
Last Revision/Review	12/01/21, 4/28/23, 5/22/25	

### **1. Purpose**

In the event of an emergency such as a weather disaster or pandemic, Burrell College of Osteopathic Medicine “Burrell or Burrell College” may allow or require employees to temporarily work from home to ensure business continuity. Individual staff members may also request remote work arrangements outside of an emergency situation, subject to required approvals.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Staff member submits their request for a remote work arrangement.

Supervisor and Office of Human Resources review and/or approve and submit for final approval or denial to the Dean and/or President.

Executive Leadership may determine the need for remote work arrangement for one or all employees, if deemed necessary.

### **4. Definitions/Abbreviations**

Remote Work Arrangement-Situation where an employee is approved to perform regular work duties from home. This may be approved for either a permanent full remote, permanent hybrid remote or a temporary remote status.

A Remote Work Agreement must be signed and approved by both the employee and supervisor, which layout the expectations for the remote work arrangement.

### **5. Procedural Steps**

1. In the event of the need for remote work arrangement, the employee will submit their request to their supervisor via the Staff Remote Work Agreement form.
  - a. Employee will need to document all Burrell owned equipment they will be checking out to utilize at home on the agreement.
  - b. Employee will present agreement to their supervisor for signature and turn in the completed agreement to the Office of HR prior to them going out on a remote work arrangement.
  
2. Supervisor will forward the signed request and approval/denial to the Office of Human Resources.
  - a. If supervisor approves, HR will forward to the Dean and/or President for their review/approval.

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- b. If supervisor does not approve, HR will notify the Dean and/or President of the request and the denial by supervisor with supporting reason. The supervisor will then notify the employee that they do not approve the request and the supporting reason.
3. If approved, the Office of HR will communicate next steps for starting the remote work arrangement to both the employee and the supervisor. If denied, the Office of HR will notify both the employee and supervisor.
4. While out on a remote work agreement, the employee is responsible for their own timekeeping.
  - a. Non-exempt employees should clock in and out just as they would if they were working in the regular building location. Off the clock work is not permitted for any reason.
  - b. Non-exempt and exempt employees would continue to request needed time off through Greenshades as necessary.
5. Regular communication is required between the employee and their supervisor while out on a remote work arrangement.
6. Burrell College and/or the employee has the right to cancel any remote work arrangement at any time with or without notice.

### **6. Reports/Charts/Forms/Attachments/Cross References**

[Staff Remote Work Agreement-Term and Conditions](#)

[Staff Remote Work Agreement](#)

### **7. Maintenance**

To be reviewed annually by the Office of Human Resources.

### **8. Signature**

Approved by	5.22.2025
Department Head of Human Resources	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
4/8/2023	3	Added Executive Leadership Language		8/8/2023
5/22/2025	All	Updated language to Remote Work arrangement		5.27.2025

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