



Category

POLICY: 2-35 Remote and Hybrid Work Policy

Approval

LT Approved: November 3, 2025
Effective Date: December 1, 2025
Revised: November 3, 2025
Responsible Party: Vice President People & Culture

Purpose

WSU Tech recognizes that flexible work arrangements can support work/life balance, increase job satisfaction, and promote an inclusive work environment—while maintaining the operational needs of the college.

This policy defines **Hybrid** and **Fully Remote Work Arrangements**, referred to as “Alternative Work Arrangements.”

All arrangements must maintain a balance between employee flexibility and the college’s obligation to serve students, employees, and the community effectively.

Types of Work Arrangements

Hybrid Work

A hybrid work arrangement allows an employee to work part of the week remotely from home and part of the week on campus. Eligibility for hybrid work begins only after successful completion of the training and onboarding period, as determined by the supervisor.

Hybrid schedules are approved by the employee’s immediate supervisor and division Vice President or Executive Director, based on job responsibilities, departmental needs, and performance.

Fully Remote Work

A fully remote arrangement means the employee works exclusively from an off-campus location, with only occasional on-campus visits as required. Eligibility for remote work begins only after successful completion of the training and onboarding period, as determined by the supervisor.

Fully remote arrangements require **President approval** and a signed **Remote Work Agreement**. No office space will be maintained on campus for fully remote employees.

Eligibility and Approval for Hybrid and or Fully Remote Options

- Alternative Work Arrangements are not guaranteed and may not be suitable for all positions or departments.
- Approval is **case-by-case**, based on job function, performance, and departmental needs.
- Arrangements may be **ended or modified at any time** by the supervisor.
- Supervisors may limit, cease or rotate participation to ensure adequate coverage.
- Employees may request to discontinue their arrangement with supervisor approval.

Guidelines

- Supervisors, in coordination with their Vice President or Executive Director, may assign or adjust work schedules as needed.
- Hybrid or remote work does **not** change job expectations, productivity standards, or PTO accruals.
- Non-exempt (hourly) employees must take a 30-minute unpaid lunch and record all hours worked accurately.
- PTO must reflect the actual scheduled hours missed on a given day.
- Employees must adjust their remote schedule to attend meetings, training, or college events as needed.
- Fully remote arrangements require a **signed Remote Work Agreement** and confirmation of a safe, professional remote workspace.

Remote Work Standards

Employees approved for hybrid or fully remote work must:

- Maintain a **quiet, professional workspace** free from distractions.
- Follow their approved work schedule and be available during working hours.
- **Be on camera and visible during all virtual meetings and while performing work remotely**, unless otherwise excused by their supervisor.
- Maintain professional appearance, attire, and background consistent with on-campus expectations.
- Use appropriate virtual backgrounds and display correctly **first and last name** in meetings.
- Use college-issued or approved equipment. WSU Tech provides **one workstation setup**, either on campus or remote, not both.
- Maintain reliable internet, camera, and audio quality that meets WSU Tech standards (employee's responsibility).
- Protect college data, devices, and systems by IT and security standards.
- Complete the Remote Work Standards Acknowledgement Form

Reporting and Performance

- Non-exempt employees must clock in/out using WSU Tech's electronic timesheet system and obtain supervisor approval for any overtime.

- All employees must comply with federal wage and hour rules and accurately report full or partial days worked.
- Normal PTO and leave procedures apply to all employees working alternative arrangements.
- Performance expectations remain unchanged; working remotely must not reduce productivity, accessibility, or responsiveness.

Equipment and Safety

- College-owned equipment remains WSU Tech property and must be protected from loss or damage.
- Employees must maintain a **safe, ergonomically sound remote workspace** and report any work-related injuries to People & Culture within 24 hours.
- WSU Tech is not responsible for personal equipment, home utilities, or internet costs.

Emergency or Temporary Remote Work

During declared emergencies (such as health or safety incidents or natural disasters), the President may authorize or require temporary remote work for employees, except for mission-essential personnel. Standard leave procedures apply for those unable to work remotely.

Summary

Hybrid and Fully Remote Work Arrangements are privileges that provide flexibility to employees while ensuring WSU Tech continues to meet the needs of its students and community.

Supervisors and their VP/Executive Director are responsible for ensuring these arrangements support both employee performance and the mission of the college.