Procedures Manual

Working Remote During an Emergency

Number: SS-411

Policy Number (if applicable):

Office of Primary Responsibility: Office of the President

Effective Date: May 5, 2020

Purpose:

Hocking College is committed to the safety of students, faculty, staff, and the community. This procedure sets forth remote work protocol during an emergency.

Procedures:

- The employee will submit their request to work remotely to the Office of Human Resources (HR).
- HR will determine if additional information is necessary from the medical provider, if applicable, to make a determination if remote work will be considered.
- HR will contact the respective Cabinet member who will work with the supervisor to determine if remote work is available. If there is no remote work available for the employee, the employee will use appropriate leave time.
- HR will send notification to the employee and copy the supervisor and Cabinet member.