

### Hybrid Work Policy

Mercer County Community College considers hybrid work schedule to be a viable alternative to working from the College worksite. Each employee should work with their manager and vice president to determine an appropriate work arrangement given the nature of the employee's roles and responsibilities, and the physical environment, equipment, and technology are adequate to support it.

Hybrid work schedule is a work arrangement that enables a staff member to work at home or another off-site location for all or part of the regular workweek. Hybrid work may be appropriate for only some employees and jobs. It is not an organizational-wide program that is available to all employees and does not change the standard policies, terms, and conditions of employment with the College. Hybrid work arrangements must comply with federal, state and municipal laws that apply to employees at the College. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) and Occupational Safety and Health Act (OSHA).

### **Accommodations**

Whether working on-site or remotely, the process for requesting a reasonable accommodations is the same as found in OMB 990 Reasonable Accommodations under the Americans with Disability Act (ADA) Policy. Requests must be sent to the Office of Human Resources for consideration.

### **Performance Expectations**

The College's work rules and other policies continue to apply to off-site work locations. Staff members that are on the hybrid work schedules are expected to be available and communicative during scheduled work hours. In addition, staff members working under a hybrid work arrangement will come on-site for meetings and interactions with the supervisor or other work-related needs as directed by supervisors.

Supervisors will require their staff members who are on hybrid work schedules to sign a Hybrid Work Agreement that details additional performance expectations. Hybrid Work Agreements approved by supervisors must be approved by the President Leadership Team and then provided to the Office of the Human Resources.

Board of Trustees Meeting  
October 21, 2021