



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

COLLEGE OF THE MARSHALL ISLANDS

BOARD RESOLUTION - No. 2020 - 015

“A RESOLUTION TO APPROVE THE NEW REMOTE WORK OR WORK FROM HOME POLICY”

RESOLVED, the College of the Marshall Islands’ Finance, Risk and Assessment Committee approved new **5.6 Remote work or Work from home Policy**.

FURTHER RESOLVED, that the Board’s consideration and approval of new “Remote work or Work from home” policy.

5.6 Remote work or Work from Home Policy

Purpose

This policy and procedures are provided in response to dealing with the COVID-19 Pandemic and other such situations where employees may be required to work remotely, or work from home.

Policy

Remote work or work from home may be a permanent or temporary agreement between the college and the employee. Depending on the circumstances, the President will approve such an arrangement.

Permanent arrangements for remote work is generally only applicable to instructional faculty engaged to teach an approved online academic course or program.

Scope

Employees whose core responsibilities can be undertaken remotely using technology and does not require them to be physically present at the College.

Guidelines for work arrangements

- 1. Supervisors must assign work to employees that would normally require them to work a full day equivalent to 8 hours.*
- 2. Where the employee lacks the necessary electronic facilities to work remotely, the college may consider providing some assistance.*
- 3. Employees are required to attend meetings of committees of which they are members and they must provide adequate notice to the committee chairs to provide zoom access.*



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4. *Employees are required to check in daily with their supervisors for updates or as required by their supervisor.*

Procedures

1. *All work from home or remote work arrangements must be approved by the relevant Administrator prior to approval by the President.*
2. *Such arrangements must be immediately reported to Human Resources by the approving Administrator.*
3. *Employees are required to clock in using the college's electronic time and attendance system regardless of whether they ordinarily would do so.*
4. *Employees on such an arrangement are required to submit timesheets for payroll purposes.*

NOW, THEREFORE, BE IT RESOLVED:

That the recommended 'Remote work or Work from home' policy is adopted.

I, **Kathryn Relang**, Chair of the Board of Regents of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Regents of the College of the Marshall Islands on Oct. 13, 2020 at which a quorum was present and voted.

Kathryn Relang
Chair, Board of Regents
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