



WCCA Board of Governors' Policy

Title:	Remote Work
Division:	Human Resources
Category:	Personnel
Reference:	Nebraska State Statute §85-1511
Number:	BP-440
Date of Approval:	September 21, 2026
Approval:	John P. Stinner, Chair, WCCA Board of Governors

Purpose

To establish the conditions under which Western Nebraska Community College (WNCC) may approve remote work arrangements for certain positions when such arrangements support the College's mission and operational and programmatic needs.

Scope

The policy applies to all WNCC employees and positions.

Definitions

Alternate work location – Approved work location in which an employee is authorized to work remotely other than the employees' primary work location.

Primary work location – The worksite to which an employee is permanently assigned at WNCC.

Remote work – A work arrangement in which WNCC may direct or permit employees to perform their position responsibilities at an alternate work location. For purposes of this policy and attendant procedures the term can be used interchangeably with telework which denotes work at an alternate work location but requires occasional in-person presence at their primary worksite.

Policy

Remote work allows employees to work from home or at a satellite location for all or part of the workweek. WNCC considers remote work to be a viable, flexible work option when both the responsibilities of a position and the skills and abilities of the employee are suited to such an arrangement.

WNCC may approve remote work for positions where remote work is reasonable and when the College determines that the arrangement continues to support institutional mission and operational and programmatic needs. Remote work may be approved only when the responsibilities of the position and the skills, abilities, and performance of the employee are suited to such an arrangement. Eligibility for remote work shall be based on work-related criteria established by the College and may be modified or withdrawn at any time based on College needs. Remote work is not an employee right and is subject to the College's discretion.

The President, in consultation with Human Resources and the appropriate member of the Executive Planning Team, may approve remote work arrangements for designated positions or specific circumstances when such arrangements are in the best interest of the College. The Chief Academic Officer has discretion as to online learning opportunities and the remote work option for teaching faculty.

Temporary, short-term, or ad hoc remote work arrangements may be approved by the employee's immediate supervisor for limited operational reasons, including weather-related closures, emergencies, travel, or special projects.

Remote work may not be appropriate where in-person presence is necessary for supervision, student or public service, access to equipment or records, security, or other operational requirements. Approval, modification, suspension, or termination of remote work arrangements shall remain within the sole discretion of the College.

Procedures

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date (and Board of Governor's Minutes Item Number):

September 16, 2026, Item H.5.a.

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update: Human Resources

Sponsoring Division/Department: Human Resources

Repeal Date:

Cross Reference:

Procedure(s) for Policy:

AP.440.01 (Remote Work Procedure)

Related Policies/References: