
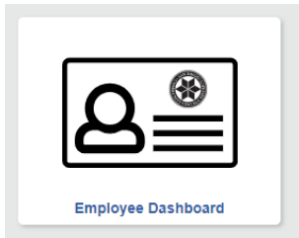
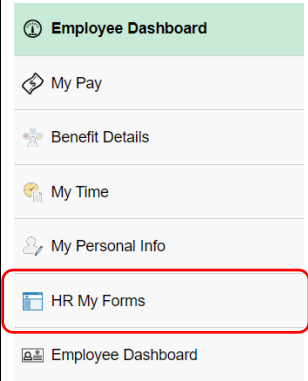


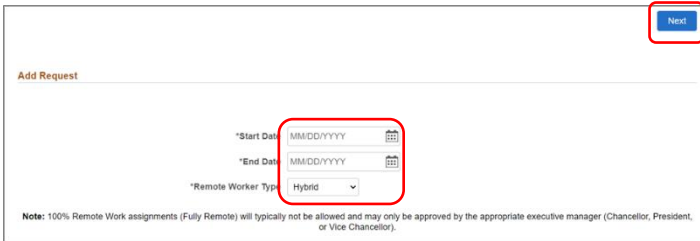
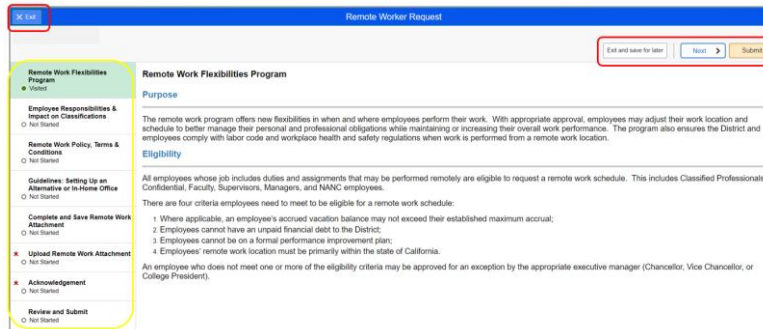


Submitting Remote Worker Request as SDCCD Employee

This job aid provides step-by-step instructions for completing and submitting a Remote Worker request via [MySDCCD](#) portal. Please be sure to consult [AP 7170](#) and discuss with your supervisor before submitting request. Remote Worker requests must be completed every Fiscal Year (July 1, 20XX – June 30, 20XX.)

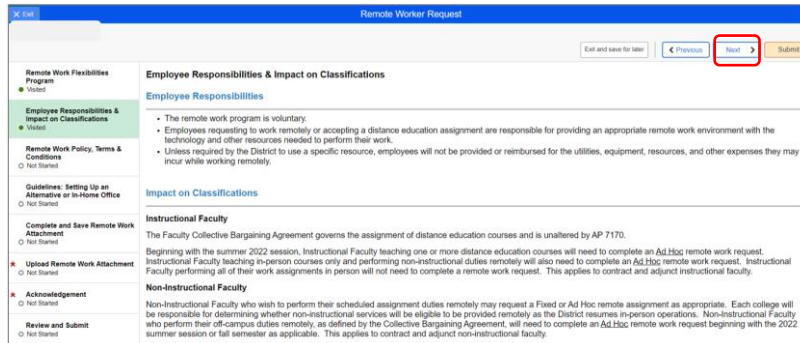
It is recommended you use Google Chrome when logging into Employee Self-Service. If you have any issues viewing any of the options or screens within these steps, please log out, follow instructions to [clear cache](#), and log back in to try again.

1.	<p>Log in to PeopleSoft via the District website's homepage https://www.sdccd.edu. Click MySDCCD in the header to access your Employee Dashboard.</p> 	
2.	<p>From the portal menu, click the Employee Dashboard.</p> 	
3.	<p>Click the HR My Forms tab from left-side panel.</p> 	

4.	<p>Click on the Remote Worker menu tile.</p> 	
5.	<p>Click on Add Request to initiate a remote worker request for yourself.</p> 	
6.	<p>Add request details then click Next (top right corner) to proceed.</p>  <p>Note: 100% Remote Work assignments (Fully Remote) will typically not be allowed and may only be approved by the appropriate executive manager (Chancellor, President, or Vice Chancellor).</p> <p>Start Date: May be any date between 7/01/XX – 06/30/XX</p> <p>End Date: May be any date on or before 06/30/XX</p> <p>Remote Worker Type: Options include Hybrid or Fully Remote</p>	<p>Remote Work requests may only be scheduled within fiscal year dates of July 1st – June 30th.</p> <p>If you attempt to submit a request for dates out of this range, you will receive an error message to correct.</p> <p>100% Remote Work assignments (Fully Remote) will typically not be allowed and may only be approved by the appropriate executive manager (Chancellor, President, or Vice Chancellor).</p>
7.	<p>Read through Remote Work Flexibilities Program and click Next to proceed.</p> 	<p>Tab on the left will show you which steps you have completed and which have not been started.</p> <p>The <i>Exit</i>, <i>Exit and save for later</i>, <i>Next</i> and <i>Submit</i> options are available to use throughout the guided steps.</p>

8.

Read Employee Responsibilities and Impact on Classifications.
Click **Next** to proceed.



Remote Worker Request

Exit and save for later | Previous | **Next** | Submit

Remote Work Flexibilities Program
Visited

Employee Responsibilities & Impact on Classifications
Visited

Remote Work Policy, Terms & Conditions
Not Started

Guidelines: Setting Up an Alternative or In-Home Office
Not Started

Complete and Save Remote Work Attachment
Not Started

Upload Remote Work Attachment
Not Started

Acknowledgement
Not Started

Review and Submit
Not Started

Employee Responsibilities

- The remote work program is voluntary.
- Employees requesting to work remotely or accepting a distance education assignment are responsible for providing an appropriate remote work environment with the technology and other resources needed to perform their work.
- Unless required by the District to use a specific resource, employees will not be provided or reimbursed for the utilities, equipment, resources, and other expenses they may incur while working remotely.

Impact on Classifications

Instructional Faculty

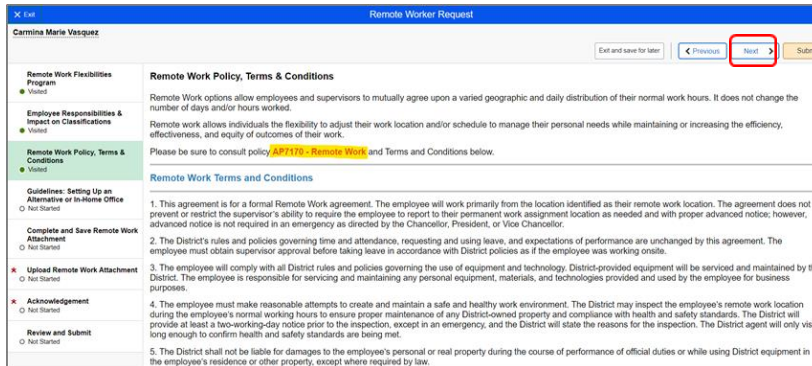
The Faculty Collective Bargaining Agreement governs the assignment of distance education courses and is unchanged by AP 7170. Beginning with the summer 2022 session, Instructional Faculty teaching one or more distance education courses will need to complete an Ad Hoc remote work request. Instructional Faculty teaching in-person courses only and performing non-instructional duties remotely will also need to complete an Ad Hoc remote work request. Instructional Faculty performing all of their work assignments in person will not need to complete a remote work request. This applies to contract and adjunct instructional faculty.

Non-instructional Faculty

Non-instructional Faculty who wish to perform their scheduled assignment duties remotely may request a Fixed or Ad Hoc remote assignment as appropriate. Each college will be responsible for determining whether non-instructional services will be eligible to be provided remotely as the District resumes in-person operations. Non-instructional Faculty who perform their off-campus duties remotely, as defined by the Collective Bargaining Agreement, will need to complete an Ad Hoc remote work request beginning with the 2022 summer session or fall semester as applicable. This applies to contract and adjunct non-instructional faculty.

9.

Read Remote Work Policy, Terms and Conditions.
Click **Next** to proceed.



Remote Worker Request

Exit and save for later | Previous | **Next** | Submit

Remote Work Flexibilities Program
Visited

Employee Responsibilities & Impact on Classifications
Visited

Remote Work Policy, Terms & Conditions
Visited

Guidelines: Setting Up an Alternative or In-Home Office
Not Started

Complete and Save Remote Work Attachment
Not Started

Upload Remote Work Attachment
Not Started

Acknowledgement
Not Started

Review and Submit
Not Started

Remote Work Policy, Terms & Conditions

Remote Work options allow employees and supervisors to mutually agree upon a varied geographic and daily distribution of their normal work hours. It does not change the number of days and/or hours worked.

Remote work allows individuals the flexibility to adjust their work location and/or schedule to manage their personal needs while maintaining or increasing the efficiency, effectiveness, and equity of outcomes of their work.

Please be sure to consult policy [AP7172 - Remote Work](#) and Terms and Conditions below.

Remote Work Terms and Conditions

- This agreement is for a formal Remote Work agreement. The employee will work primarily from the location identified as their remote work location. The agreement does not prevent or restrict the supervisor's ability to require the employee to report to their permanent work assignment location as needed and with proper advanced notice; however, advanced notice is not required in an emergency as directed by the Chancellor, President, or Vice Chancellor.
- The District's rules and policies governing time and attendance, requesting and using leave, and expectations of performance are unchanged by this agreement. The employee must obtain supervisor approval before taking leave in accordance with District policies as if the employee was working onsite.
- The employee will comply with all District rules and policies governing the use of equipment and technology. District-provided equipment will be serviced and maintained by the District. The employee is responsible for servicing and maintaining any personal equipment, materials, and technologies provided and used by the employee for business purposes.
- The employee must make reasonable attempts to create and maintain a safe and healthy work environment. The District may inspect the employee's remote work location during the employee's normal working hours to ensure proper maintenance of any District-owned property and compliance with health and safety standards. The District will provide at least a two-working-day notice prior to the inspection, except in an emergency, and the District will state the reasons for the inspection. The District agent will only visit long enough to confirm health and safety standards are being met.
- The District shall not be liable for damages to the employee's personal or real property during the course of performance of official duties or while using District equipment in the employee's residence or other property, except where required by law.

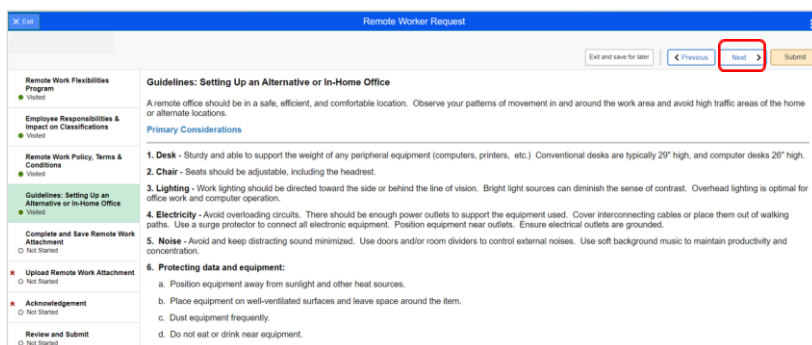
Click on all of the red links found within the guided steps.

If red links do not open by clicking on them, try right-clicking to open.

Links will open in new window.

10.

Read Guidelines for Setting Up an Alternative or In-Home Office.
Click **Next** to proceed.



Remote Worker Request

Exit and save for later | Previous | **Next** | Submit

Remote Work Flexibilities Program
Visited

Employee Responsibilities & Impact on Classifications
Visited

Remote Work Policy, Terms & Conditions
Visited

Guidelines: Setting Up an Alternative or In-Home Office
Visited

Complete and Save Remote Work Attachment
Not Started

Upload Remote Work Attachment
Not Started

Acknowledgement
Not Started

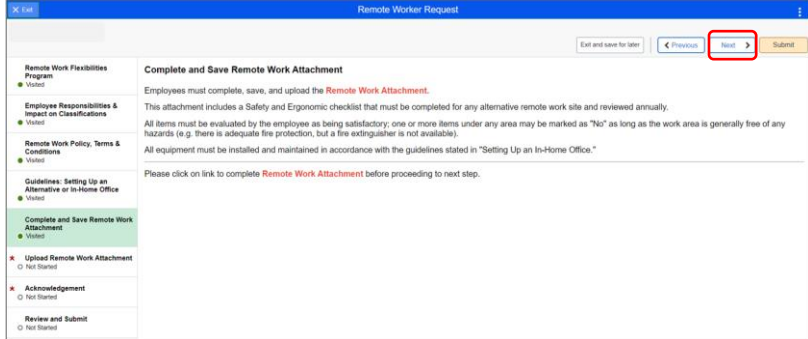
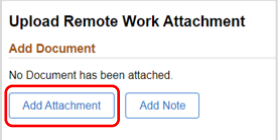


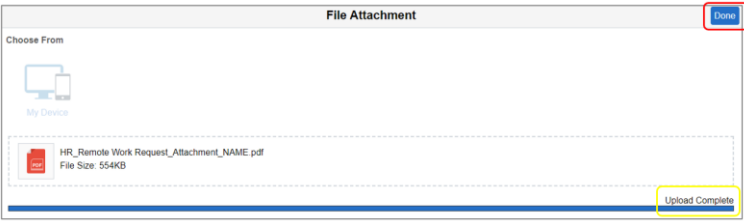
Review and Submit
Not Started


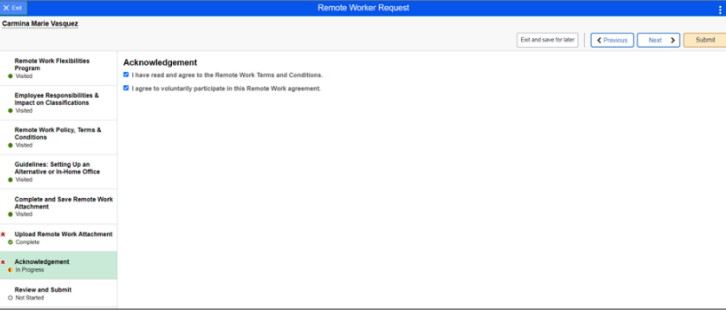
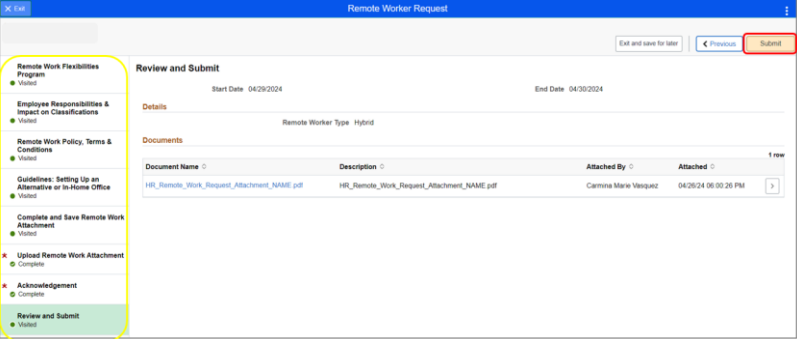
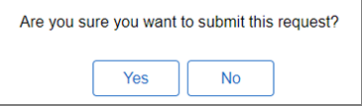
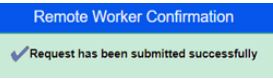
Guidelines: Setting Up an Alternative or In-Home Office

A remote office should be in a safe, efficient, and comfortable location. Observe your patterns of movement in and around the work area and avoid high traffic areas of the home or alternate locations.

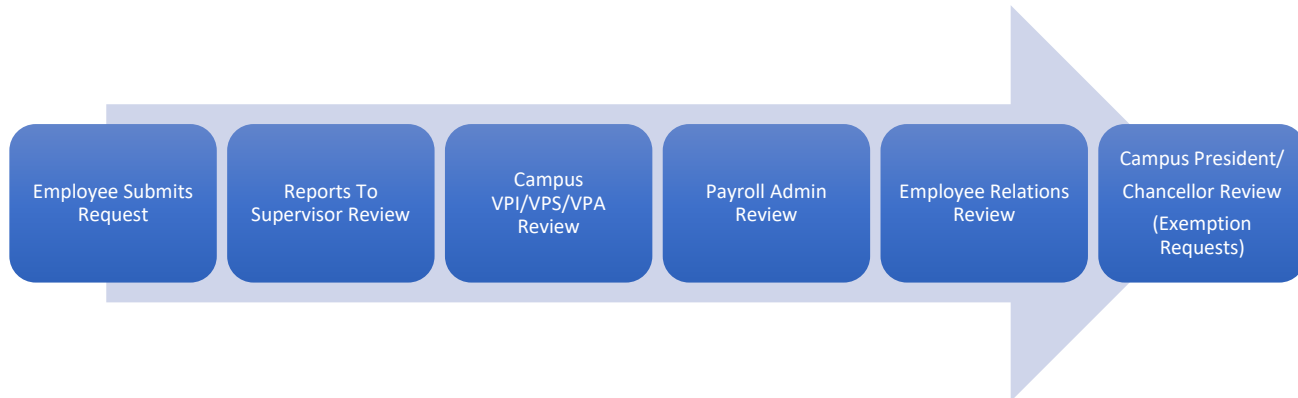
Primary Considerations

- Desk** - Sturdy and able to support the weight of any peripheral equipment (computers, printers, etc.). Conventional desks are typically 29" high, and computer desks 28" high.
- Chair** - Seats should be adjustable, including the headrest.
- Lighting** - Work lighting should be directed toward the side or behind the line of vision. Bright light sources can diminish the sense of contrast. Overhead lighting is optimal for office work and computer operation.
- Electricity** - Avoid overloading circuits. There should be enough power outlets to support the equipment used. Cover interconnecting cables or place them out of walking paths. Use a surge protector to connect all electronic equipment. Position equipment near outlets. Ensure electrical outlets are grounded.
- Noise** - Avoid and keep distracting sound minimized. Use doors and/or room dividers to control external noises. Use soft background music to maintain productivity and concentration.
- Protecting data and equipment:**
 - Position equipment away from sunlight and other heat sources.
 - Place equipment on well-ventilated surfaces and leave space around the item.
 - Dust equipment frequently.
 - Do not eat or drink near equipment.
 - Minimize food and beverages in the workspace.

11.	<p>Complete and Save Remote Work Attachment. Click Next to proceed.</p> 	<p>It is required to complete and attach Remote Work Attachment which includes eligibility questions and Safety & Ergonomic checklist.</p> <p>Click or right-click on red link to open attachment in new window.</p> <p>Complete attachment and save copy for your records to attach at next step.</p>
12.	<p>Upload Remote Work Attachment. Click on Add Attachment to upload saved attachment from previous step.</p> 	<p>Click Next to proceed.</p>
13.	<p>Click on My Device.</p> 	<p>New window will open.</p>
14.	<p>Search and select your saved Remote Work Attachment. Click Upload.</p> 	
15.	<p>Click Done once you see Upload Complete.</p> 	

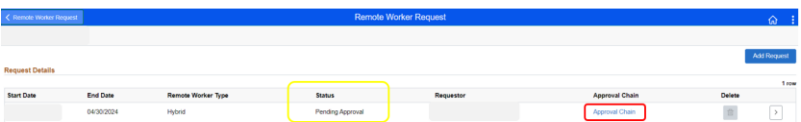
16.	<p>It is optional to add an additional note or description. Click Next to Proceed</p> 	
17.	<p>Read and provide Acknowledgement of two statements by checking the boxes. Click Next to proceed.</p> 	<p>This step is required.</p> <p>If you have any questions or concerns, please discuss with your supervisor.</p>
18.	<p>Make sure you have Visited and Completed each step of the request. Click Submit.</p> 	
19.	<p>A prompt will as if you are sure you want to submit this request. Click Yes.</p> 	
20.	<p>Confirmation page will show request has been submitted successfully.</p> 	<p>You will see pending approval workflow.</p>

Approval Workflow



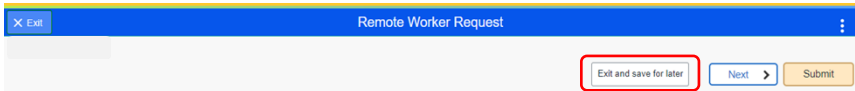
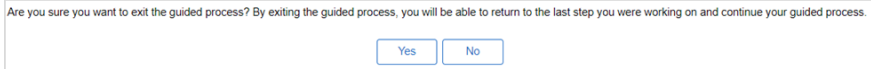
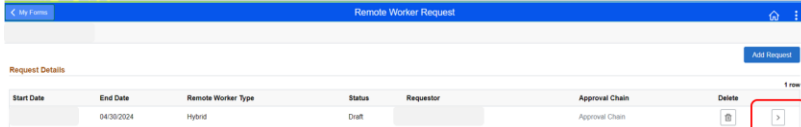
Reviewing Remote Worker Requests as SDCCD Employee

Once you have submitted a Remote Worker request, you may view the status at any time. To check the approval status, click on Approval Chain.

STEP	ACTION	RESULT/NOTES
1.	<p>To check the approval status, click on Approval Chain.</p> 	<p>If for any reason your request is pushed back for edits, you can review comments made by approver by clicking on Approval Chain.</p>

Saving Remote Worker Request to Complete Later

At any time while completing request, you may Exit and Save for Later.

STEP	ACTION	RESULT/NOTES
1.	<p>Click on Exit and Save for Later found at top right corner.</p> 	
2.	<p>You will receive a prompt asking if you are sure you want to exit the guided process.</p> 	
3.	<p>To return to the last step you were working on, click on the right carrot located on right side of request.</p> 	



IT Technical Tips

1. It is recommended you use Google Chrome when logging into Employee Self Service.
2. If you have any issues viewing any of the options or screens within these steps, please log out, follow instructions to [clear cache](#), and log back in to try again.

Frequently Asked Questions

1. For any questions regarding Remote Worker policy, please reference [AP-7170 Remote Work](#).
2. Only one Remote Worker request may be submitted at a time within any given date range.
3. For any questions regarding Remote Worker requests within Employee Self Service, please email: DLforHRSystems@sdccd.edu