

Administrative Regulation Name/Number

This is a proposal for a new Administrative Regulation 6.26 Work Location.

Regulation Statement

This regulation addresses the work location of employees.

Reason for Regulation

Different countries have different laws related to employment and compensation. This exposes the organization to legal risk since the Maricopa County Community College District (MCCCD) employees do not have the subject matter expertise to implement foreign laws into our Human Resources and Payroll systems.

Justification for Change

With the increase of remote work options for employees as detailed in our Virtual and Remote Work staff policy, some employees have requested to live and work outside of the United States without understanding the challenges and risks associated with foreign work locations. The purpose of this Administrative Regulation is to provide clarity that employees are to work within the United States.

PROPOSED CHANGES

Note: All proposed new language appears in **red ALL CAPS**.

Proposed NEW Administrative Regulation:

6.26 WORK LOCATION

FULL-TIME AND PART-TIME EMPLOYEES SHALL AT ALL TIMES PERFORM WORK FOR THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT (MCCCD) WITHIN THE BORDERS OF THE UNITED STATES. AN EMPLOYEE'S PRIMARY WORK LOCATION SHALL BE WITHIN THE STATE OF ARIZONA UNLESS OTHERWISE APPROVED THROUGH THE VIRTUAL AND REMOTE WORK POLICY OR EXPRESSLY AUTHORIZED BY THE CHIEF HUMAN RESOURCES OFFICER OR DESIGNEE. NOTWITHSTANDING THE FOREGOING, SHORT-TERM, DISTRICT-SPONSORED EDUCATIONAL ACTIVITIES OUTSIDE THE UNITED STATES SUCH AS STUDENT TRAVEL ABROAD EXPERIENCES, APPROVED PROFESSIONAL GROWTH ACTIVITIES, AND COMPARABLE EXPERIENCES ARE PERMITTED.