

SIUE Remote Work Guidelines

The Decision to Work Remotely

The decision to offer a remote-work arrangement to a staff member is dependent upon the judgment and discretion of the department head or director and the employee. We recognize that some temporary remote-work arrangements were made under the *Stay-at-Home* Executive Order, but moving forward, either an employee or a managing director can suggest remote work as a possible work arrangement, but neither should assume a remote-work arrangement without first completing a Remote Work Agreement and having it approved by Human Resources. Before entering into any remote-work arrangement, the employee and manager will evaluate the suitability of such an arrangement, paying particular attention to the following areas:

- **Employee Suitability:** Assess the needs and work habits of the employee. Successful remote work traits include the ability to work independently, University and time management skills, self-motivation, and a results orientation.
- **Job Responsibilities:** Discuss job responsibilities and determine if the job is appropriate for a remote work arrangement.
- **Equipment needs:** Consider workspace design considerations and scheduling issues.

Terms and Conditions of Remote-work Arrangements

All remote-work arrangements will be made for a set period of time as determined by the managing director and are subject to renewal at the end of the agreed upon time period. Remote work may also be discontinued, with proper notice, at any time by the director or the employee if either determines that the arrangement is not working.

In all cases, the employee needs to be accessible by phone or another electronic medium during the remote-work time period.

Staff members entering into remote-work arrangements must be available for and participate in meetings in accordance with the normal demands of the job. The director will ensure that on-site staff include remote workers in meetings as appropriate, using teleconference or other electronic means. If necessitated for business purposes, remote work employees may be required to report to the University workplace to attend meetings.

Accrual of leave benefits, and requests for sick leave and vacation usage will follow the same policies and procedures as those used at the on-site work location.

A remote-working arrangement can be discontinued at any time at the discretion of the

employer or the employee. An employee can also be temporarily assigned full-time to his/her on-site office location, if necessitated by business needs. If a remote-work arrangement has to be changed, the director should allow enough time for the employee to make alternative home arrangements, if necessary.

Remote-work employees remain obligated to comply with all University rules, policies, practices and procedures. Violation of such rules, practices and procedures may result in immediate termination of the remote arrangement and possible disciplinary action.

Equipment and Supplies

The managing director will determine, with information supplied by the employee and others involved, the appropriate equipment and communications service needs (including hardware, software, modems, phone and data lines, facsimile equipment, photocopiers, etc.) for each remote-work arrangement on a case-by-case basis. Equipment supplied by the University will be maintained by the University. Equipment supplied by the employee will be maintained by the employee. The University accepts no responsibility for damage or repairs to employee-owned equipment. The use and availability of SIUE equipment can be part of the consideration for determining a remote-work arrangement.

For employees approved to work remotely, under certain circumstances, the department may supply computer hardware (computer, printer, etc.) and pay for additional reasonable expenses incurred by working remotely but only if a Remote-Work Agreement has been approved. Note that the University cannot buy or reimburse for furniture to be used in a private setting and a request for reimbursement can only be for additional expenses incurred, such as office supplies.

Equipment supplied by the department is to be used for business purposes only. Employees working remotely agree to take due care to protect the items from damage or theft. Upon termination of employment or of the remote-work arrangement, all University property will be returned to the University.

The employee's department will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The department will also reimburse the employee for all other pre-approved business-related expenses, such as shipping costs, printer toner, etc. that are reasonably incurred in accordance with job responsibilities and for which a receipt is provided and a Remote-Work Agreement has been approved.

Work Environment

Remote work is not designed as an alternative for satisfying an employee's personal family needs. Employees prospectively working remotely are expected to discuss expectations of remote work with family members prior to entering into an arrangement, and to establish dependent care arrangements that will not interfere with work completion.

The employee should establish an appropriate work environment within their home for work purposes. The University will not be responsible for costs associated with the setup of the employee's home office such as remodeling, lighting or the cost of utilities. Employees are responsible for setting up a workstation designed for safe, comfortable work to their liking.

The participant will designate a certain part of the home (or working site) as the area where work is to be performed. Based on descriptions of the work area, and possible on-site inspections, a determination should be made by the director that the site is adequate, both in terms of utility and safety for performance of assigned work. The participant, in initial discussions with the director, should be made aware that:

1. The University may deny an employee the opportunity to participate in, or may rescind, a remote-work arrangement based on safety problems or a lack of compliance with safety requirements in the home or lack of compliance with these Remote-Work Guidelines and Application.
2. During the specified time periods of work, with appropriate notice, the University may make on-site visits to the off-site workplace to determine if the work site is safe and free from hazards, to assess special accommodation requests, or to maintain, inspect or retrieve University-owned equipment, software, and supplies.

Consistent with the University's expectations of information asset security for employees working at the office full-time, employees working remotely will be expected to ensure the protection of University information accessible from their home office. Steps may include, but are not limited to, use of locked file cabinets, regular password maintenance, and any other steps appropriate for the job and the environment. Sensitive University information and files must be locked and secured when at home or the work can only be performed at the University.

Questions related to remote work should be directed to supervisors first and, if necessary, to Human Resources at ext. 2190.

SIUE Remote-Work Agreement

Employee Name and 800# ID _____

Department _____

Title _____

Director Name _____

Supervisor Name _____

This Agreement is effective from _____ through _____.

Employee understands and agrees to the conditions outlined in the Remote-Work Guidelines and Application.

Description of Remote Work Arrangement:

Employee will work remotely away from the office ___ full-time or ___ part-time.

Remote Location Address: _____

Day	Schedule at university office location	Schedule at remote location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Equipment and Supplies Needed for Working Remotely		
Items	Department will Provide	Employee will Provide

Safety

The participant will designate a certain part of the home as the area where work is to be

performed. Based on descriptions of the work area, and possible on-site inspections, a determination should be made by the director that the site is adequate, both in terms of utility and safety for performance of assigned work. The participant, in initial discussions with the director, should be made aware that:

1. The University may deny an employee the opportunity to participate or may rescind a remote-work arrangement based on safety problems or lack of compliance with safety requirements in the home.
2. During the specified time periods of work, with appropriate notice, the University may make on-site visits to the off-site workplace to determine if the work site is safe and free from hazards, and to maintain, inspect or retrieve University owned equipment, software, and supplies.

Time-Keeping Requirements

Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance approval of the director. Failure to comply with this requirement can result in the cessation of the remote-work agreements.

These remote-work guidelines and application are not to be applied to University employees represented by collective bargaining units without prior discussion with Human Resource. In the event that a remote-work arrangement is being considered for a union represented employee, contact Human Resources for advice on appropriate action.

Worker's Compensation

The University will provide benefits in accordance with the Illinois Workers' Compensation Act and the Illinois Occupational Disease Act.

Directors shall have the responsibility to inform all employees, including those who may participate in remote-work arrangements, of their rights and responsibilities under coverage of the Illinois Workers' Compensation Act and the Illinois Occupational Disease Act. Such information shall include providing employees with specific instructions about what to do in case of an on the job accident or injury. The employee shall be informed of the requirement for prompt notification of accident or injury to the director and of designated medical facilities where treatment is provided.

Liability

The University will not be liable for damages to an employee's personal or real property during

the course of performing his/her assigned duties and responsibilities in a remote-work arrangement.

The remote-work employee remains liable for injuries to third persons and/or members of the employee's family occurring on the employee's premises. Individual tax implications related to the home-based work space shall be the responsibility of the employee.

Employee must adhere to all guidelines outlined in the Remote-Work Guidelines and Application. Employee remains obligated to comply with all federal and state laws and University rules, policies, and instructions. Employee agrees to ensure security safeguards at the same level as in the regular office setting in order to protect University information from unauthorized disclosure, loss, or damage.

Agreed: Employee

Date

Recommended: Supervisor

Date

Approved: Department Director or equivalent

Date

Return the completed form to your supervisor.