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4.400 Hours of Work and Leave (Human Resources)

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February 2012

## 4.409 Working Remotely

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Working Remotely</b>  <b>Policy 4.409</b>	
<b>Human Resource Policies</b>		Effective date: <b>February 9, 2012</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	February 9, 2012
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Human Resources	Director of University Human Resources	937-769-1351	All Employees <b>except</b> Faculty and Employees in a Recognized Bargaining Unit.

## I. Introduction and Purpose

Antioch University (“AU” or the “university”) recognizes and supports working remotely as a means to facilitate a highly desirable and productive work environment that is responsive to the changing professional and personal needs of today’s work force and/or sustainability principles. At the same time, the university must be able to operate efficiently, accomplish our mission and meet the needs of our students and faculty. As discussed below, these and other operational needs will limit the university’s ability to offer work-from-home opportunities.

The purpose of this policy is to define the circumstances under which working remotely may be permitted and the terms and other conditions which may apply to such work.

## II. Definition of Working Remotely

Working remotely is defined as work and transportation alternatives that substitute home-to-work commuting with the option of working at home or at satellite work locations for all or part of the employee’s assignment.

### **III. Scope and Application**

This policy applies to university employees working remotely whether on a continuous basis or for a specific, limited period of time. This policy does not apply to faculty or employees in a recognized bargaining unit. This policy will be administered by the Director of the Office of Human Resources (“HR”).

### **IV. Policy**

Working at home is not an employee right or benefit and may be discontinued by the university, for any business reason, at any time. Eligible employees will be permitted to work at home under limited conditions and at the discretion and approval of the university in accordance with the provisions herein.

- A. AU supports working remotely when there are opportunities for reduced commuting miles or university savings.
- B. The university expects and requires no reduction in service, quality of work, or productivity due to the implementation of remote working arrangements. The university reserves the right to approve or deny any remote working arrangement, and to modify or revoke such arrangements once approved.

### **V. General Guidelines**

- A. To be eligible to work remotely, university employees must, among other things:
  - 1. Have portable job duties;
  - 2. Have a work site and equipment (telephone, internet, supplies, etc.) suitable for working remotely;
  - 3. Be able to work independently and productively; and
  - 4. Abide by all university policies (including, but not limited to, the FERPA Policy # 5.629, the Permitted Uses of Technology Policy # 4.609, and all policies that relate to confidential information) and take all other steps requested by the university in order to protect its interests and the privacy interests of our students. Violations of this policy may result in revocation of the arrangement and/or disciplinary action by the university.

B. Certain types of jobs or projects are more easily adapted to working remotely. Responsibilities that do not require face-to-face interaction, require minimal supervision, involve extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for working remotely. Some of the positions which are **not** well suited for working remotely include:

1. Managers, administrators, and others whose responsibilities include supervising others;
2. Other positions which, while not supervisory, require close day-to-day discussion and interactions with others within their department to efficiently and timely accomplish work; and
3. Positions whose duties include student services and interaction with students on campus.

C. Not every employee is well suited for working remotely, even assuming that the position held is one which might lend itself to this situation.

1. It is recommended that suitable candidates for working remotely be mature, self-disciplined and capable of working with little on-site supervision;
2. They should have received consistently successful performance evaluations in the past, and have a history of dependability on the job;
3. They should be well organized with good time management skills;
4. They should have, or be capable of attaining, required expertise in the use of computer technology to make telecommuting successful; and
5. They should have a remote environment that is conducive to work and that allows for the attention and effort the work requires.

D. Administrators and HR must examine the distinct activities, functions and tasks to determine whether working remotely is appropriate.

## **VI. Work Schedules and Time Sheets**

A. As is required for the university worksite, the supervisor will establish the employee's remote work schedule. Employees must be available to co-workers for telephone conferences and meetings during their remote work schedule.

B. Non-exempt employees shall fill out time sheets indicating actual hours worked each day with breaks and meal periods taken as appropriate in the same manner as if they worked at an AU worksite. They shall also account for hours not worked with the appropriate leave designation (vacation, sick, leave without pay, etc.) Overtime work for non-exempt employees must be pre-approved by the supervisor in advance and in writing. Non-exempt employees at no time should perform AU work duties when "off the clock."

C. Exempt employees will not keep time sheets for hours worked, but, like those who work from a university office, must certify in writing that they have worked their full work schedule and disclose those hours not worked due to vacation, sick leave, etc. via the Monthly Salaried-Exempt Leave Usage Report Form, and must have it signed and approved by the employee's supervisor prior to submission to payroll.

D. Employees working remotely shall not provide primary child care or other care-giving duties during work hours; formal care arrangements must be maintained during working hours. Employees who work remotely and who need time off work for care giving shall follow the same leave request procedures as those who work from a university work site.

E. Employees working remotely shall not conduct other personal business during scheduled work hours. Leave for personal business should be obtained the same as those who work from a university work site.

## **VII. Work at Home Documentation**

A. Employees must submit a completed Working Remotely Approval Form #4.409:01 to their supervisor who will review the completed form with the unit head and HR. Approved forms will be tracked by HR, who will submit a written report every six months to the Chancellor and Vice Chancellor / CFO, detailing how many employees are working remotely.

B. Documentation must include the following components:

1. A description of the work to be accomplished as well as clearly defined performance requirements that are measurable and results oriented, especially when the work differs from the employee's regular job description and performance plan;
2. The work schedule;
3. An address and telephone number where the employee can be reached during the remote work schedule; and
4. If university equipment is used at home, a record of such equipment.

## **VIII. Workspace and Equipment**

A. A designated work space shall be maintained by the employee at the remote location that is conducive to working and free of hazards.

B. Office supplies will be provided by the university; however, out-of-pocket expenses for supplies normally available in the office will not be reimbursed.

C. The university shall not provide remote office furniture except in very rare situations where the university has initiated the request.

D. Employees working remotely will provide their own telephone service except in very rare situations where the university has initiated the request for the working remotely arrangement.

E. Employees working remotely will provide their own computer equipment, software and internet service except in very rare situations where the university has initiated the request for the remote working arrangement. In such cases, unit head approval and a university property receipt must be completed and submitted to the supervisor and HR prior to the deployment of the equipment. Employees who have a university issued laptop computer are ordinarily permitted to use the computer at a remote location.

F. Computers used for AU business must have acknowledged computer safety precautions (such as approved surge protector) and virus protection. Data maintained on hard drives and portable devices must be appropriately protected from unauthorized access.

G. Employees working remotely should not hold business meetings with co-workers, professional colleagues, customers or the public at remote work sites which are in the employee's residence. Teleconferences in most cases, are acceptable methods for meetings.

F. Employees working remotely shall at all times protect the confidentiality of university information contained in university files and databases and take necessary steps to protect the university's interest and privacy.

## **IX. Conditions of Employment and Pay Status**

A. The criteria for evaluation of employees working remotely shall be the same as for on-site employees.

B. All employment responsibilities and conditions (e.g., policies, compensation, benefits, vacation, rights, and privileges and disciplinary procedures) apply at the remote location.

## **X. Work Site Safety, Occupational Injuries and Illnesses**

A. Because the employee's remote work space is an extension of the university, employees working remotely are covered by workers' compensation insurance during the course and scope of employment, during the approved remote work schedule, and in the designated remote work address. AU is not responsible for illness or injuries of anyone other than the employee at the remote location.

B. Employees working remotely are responsible for immediately informing their supervisor of any work-related injury or illness. See the Work Related Injury and Reporting Policy # 4.509.

C. To ensure safe working conditions exist, AU retains the right to make on-site visitation of the remote work address.

## **XI. Liability**

Unless otherwise agreed in writing prior to any loss, damage, or wear, the university does not assume liability for loss, damage, or wear of employee-owned equipment.

## **XII. Security**

A. Restricted-access materials shall not be taken off AU worksites or accessed through the computer unless approved in advance by the supervisor in writing.

B. Employees working remotely are responsible for making sure that non-employees do not access AU data, either in print or electronic form.

## **XIII. Assessment and Evaluation**

A review process shall be established between the employee and supervisor to evaluate the working remotely arrangements and to assure that work standards continue to be met. It is recommended that evaluation meetings be held at least every three months during the first year of the working remotely agreement. It is also recommended that all working remotely arrangements start on a trial-basis to make sure the situation is beneficial to both employees and the university once implemented.

### **Policy Cross References**

FERPA Policy (under Academic policies)	Policy # 5.629
Hours of Work and Attendance	Policy # 4.401
Payroll including Time Reporting	Policy # 4.407
Permitted Uses of Technology	Policy # 4.609
Flexible and Alternative Scheduling	Policy # 4.403
Work Related Injuries and Reporting	Policy # 4.509

### **Forms Cross Reference**

Work from Home Approval Form	Form # 4.409:01
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