



Remote Work Policy

Effective Date of Policy: 8/21/23

Modified: 9/1/23

Policy

Remote work is a flexible work arrangement that may allow an employee to work at home or elsewhere for a specified period during a regular 40-hour work week. Approval for remote work must be authorized by supervisors with additional approval by the appropriate vice president or division head and must be documented within the Office of Human Resources. Approval for remote work will be granted only in rare exceptions. The expectation is that all university employees will be working on-site.

This policy supplants the university's "In-State Remote Work or Condensed Work Week Guidelines for Staff" pilot project in effect from October 17, 2022, through June 30, 2023.

All USAO employees are encouraged to keep students' on-campus experience top-of-mind when requesting consideration for remote work. This process is managed at the department level and requires approval by the employee's supervisor. Temporary, part-time, faculty, and student employees are not eligible for consideration. Remote work is a privilege, not an employee benefit or right.

Procedure

Should an employee or supervisor deem remote work qualifies for an exception to the expectation of on-site work, employees shall work with their supervisor to consider position-specific tasks and requirements; the continuity of operations; impacts on students, coworkers, and the public; and any employee performance concerns. Remote/hybrid remote agreements require additional review and approval through the appropriate dean and/or vice president.

The employee and their supervisor shall then agree on the number of days or hours of remote work to take place each work week, work schedule, and the manner and frequency of communication. Employees are required to comply with federal law and university policy as it relates to expected number of hours of work (40 hours = 1.0 FTE) and overtime considerations.

Employees must agree to comply with university rules, policies, practices, and instructions and understand that violation of such may result in the revocation of the remote work arrangement and/or disciplinary action, up to and including termination. Employees who work remotely are subject to the same policies as other employees, including policies relating to information security and data protection.

Should a remote work schedule be approved or renewed, specific guidelines must be followed.

Guidelines

1. **Remote Work Guidelines** – These guidelines shall be reviewed by employees considering remote work, as well as their supervisors.
2. **Employee Discussion with Supervisor** – Employees shall have an initial conversation with their supervisor to determine feasibility prior to completing the Remote Work Self-Assessment. If the employee's supervisor agrees, the employee may initiate the Remote Work process.
3. **Remote Work Self-Assessment** – Employees shall use this form to determine if their position is appropriate for remote work.
4. **Remote Work Agreement** – Employees shall complete this form with the consent and cooperation of their supervisor and appropriate vice president or division head. This form will be reviewed annually.
5. **Remote Work Attestation** – Upon receiving all requisite approvals, employees shall complete a Remote Work Attestation. All remote work documents will be maintained by the department, the employee, and their supervisor. A copy will be submitted to the Office of Human Resources for the employee's personnel file.

In-State Remote Work guidelines, documents, and forms are available by contacting hr@usao.edu.

Exceptions

Employees with an existing, documented remote work agreement with a one-year term, the arrangement is reviewed under this policy prior to the expiration of the term. Renewals of remote work contracts will be evaluated on a case-by-case basis by the employee's supervisor in consultation with the President.

In the event of emergency, including but not limited to pandemics, fire, weather events or other significant disruption to facilities or the physical operations of departments, supervisors are authorized to establish remote work arrangements with qualified employees for limited duration with permission of the department head. Such arrangements are intended to allow for effective response to such disruptions and to maintain critical functions, operations, and services. These remote work arrangements are to be maintained only until normal operations can be restored at the central workplace.