



## HUMAN RESOURCES POLICY

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**Number/Title:** 316/Remote Work Policy

**Strategic Plan:** 2.1, 2.4

**Covered Individuals:** UIU Employees

**HLC:**

**Covered Locations:** All Locations

**Consultations:** VPHR, VPFEM,

Compliance Coordinator, AVPEM, AVP US Centers, ED ITS

**Effective Date:** 6/22/2022

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### POLICY STATEMENT

Upper Iowa University (UIU or University) supports the concept of remote work and supports the practice when remote work does not detract from the efficient and effective delivery of services and is mutually beneficial to the University and its employees.

### DEFINITIONS

**Hybrid:** office and remote working; employee will work (3) designated days per week scheduled by the supervisor to maximize in-office time for one-on-ones, team & committee meetings, cross-functional and project meetings, etc.

**Fully Remote:** Full time remote work. May be required to travel on occasion to UIU locations, conferences, or events related to your job duties.

**Temporary Assignment:** Remote work employee is assigned a temporary work assignment that has been agreed upon by the employee and supervisor.

**Alternate work locations:** approved locations, other than the employee's central workplace, where official University business is performed. The most common alternate work location is the home of an employee, subject to the approval described in this policy.

**Central workplace:** an employer's place of work where employees normally are located. Most commonly this is the Fayette campus or the centers.

**Remote work:** a work arrangement where the employee enters into a formal agreement with the University to perform the usual job duties in an alternate work location at least one day per week.

### POLICY IMPLEMENTATION

Remote work is a voluntary work alternative that is appropriate for some employees and some jobs but not all employees and all positions. No University employee is entitled to or guaranteed the opportunity to telecommute. Remote work can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office. A decision regarding whether a particular employee may telecommute will

be made by the employee's supervisor, President's Council member, and Human Resources. This is reviewed on a case-by-case basis and based on University needs. Candidates for remote work should be in a position that does not require a daily on-site presence.

Generally, the following conditions should be considered when reviewing an employee for remote work:

- The employee has been in the position for a minimum of 90 days, has prior work experience in a remote work role or position approved by President's Council;
- The employee has no active formal disciplinary actions on file for the current or immediately preceding review period;
- The employee has a demonstrated ability to work productively on his/her own and is self-motivated and flexible; and
- The employee received at least a satisfactory evaluation in the previous evaluation cycle.
- The employee and supervisor will assess the needs and work habits of the employee and discuss the job responsibilities to determine if the job is appropriate for a remote work arrangement.

### **General Expectations and Conditions**

- The remote worker must comply with all federal and state laws and University policies and procedures.
- Remote work is not a substitute for dependent care or elder care. Appropriate dependent care arrangements must be made for scheduled work hours.
- Remote work must not result in additional work for other staff.
- Minimal on-site, in-person contacts are required, and the employee generally works alone.
- The employee has demonstrated effective communication skills and ability to effectively use telephone, Microsoft Office Suite, Zoom, the University VPN, and other required technology for the position.
- Remote work employees are expected to respond to phone calls, voicemails, and Teams chats on a timely basis while working remotely. When attending virtual meetings, the use of a webcam is required.
- The total number of hours worked should not change regardless of work location, and the University expects the same level of productivity from remote work employees that is expected from employees at all UIU locations.

### **Off-Site Workspace and Equipment**

- The off-site workspace must be free from distractions that compete with job duties, and must be one in which the confidentiality of University information accessed is ensured.
- The workspace must be quiet, clean, and safe, with adequate lighting and ventilation.
- All necessary furniture will be provided by the employee, as well as all necessary utilities, including high speed Internet and a land line or cell phone to which University business calls can be transferred.
- The employee will be provided with University-owned computer equipment. The University-owned equipment will be provided with the approval of the supervisor and the relevant President's Council (PC) member, and with the knowledge of the Vice President

for Human Resources (HR) and the Executive Director of Information Technology Services (ITS). ITS will provide the necessary support for University owned technology.

- University-provided equipment and software shall be used exclusively by the remote worker and for the purposes of conducting UIU business. Software shall not be duplicated. The remote worker is responsible for safe transportation and set-up for UIU-owned equipment and may be required to return the equipment to the office for service or repair.
- The University is not responsible for the cost, repair or service of an employee's personal equipment used for University purposes under the remote work arrangement.
- Employees must complete and sign a Remote Work Agreement and Equipment Inventory prior to beginning a remote work arrangement.

### **Liability**

Employees are liable for:

- The loss of and damage to or theft of University property.
- Any intentional damage, or damage resulting from the gross negligence of anyone, to University-owned equipment.
- Damage to any personally owned property and equipment used in conjunction with the remote work arrangement.
- Any personal income tax implications resulting from working at a home workspace.
- All costs relating to the off-site workspace including but not limited to furniture, electrical work, heating and cooling costs, electrical wiring, telephone expense, and all Internet Service Provider (ISP) charges.

UIU is liable for:

- Worker's compensation coverage for all work-related injuries that occur in the designated off-site workspace during the employee's normal work hours. Workers' compensation will not apply to non-job-related injuries that may occur outside of the designated workspace or that happen to family members, visitors, and others in the home or off-site workspace.

### **Confidentiality**

- The employee is responsible for the confidentiality of University data created at the alternative workplace.
- All student data must be properly stored in compliance with FERPA.
- The employee must immediately inform their supervisor and ITS of any potential or actual confidentiality breaches that happen as a result of working at an alternative work space.
- The employee will take all precautions necessary to secure proprietary information and prevent unauthorized access to any University system from their alternative workplace.

### **Time Worked**

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using UIU's time-keeping system, J1Web. Hours worked in excess of those scheduled per day and per workweek require

the advance approval of the remote worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

### **Copyright**

In the absence of a formal written agreement to the contrary, any copyrightable creative works arising from the work of the employee, even those created while working remotely, are the property of the University.

### **Supervisor Requirements**

- Maintain consistent and continual communication with remote work employees.
- Ensure accountability for compliance with University policies and procedures.
- Provide remote work employee with performance reviews as required.
- Review annually the viability of the remote work arrangement.
- Designate the remote worker's primary work location for travel expense reimbursement purposes.

### **Establishing a Remote Work Agreement**

- Employee prepares and submits a formal remote work proposal to supervisor and employee and supervisor discuss the possibility of remote work for the employee.
- After supervisor and employee agree to move forward, a Remote Work Agreement form is completed.
- The completed form is provided to the relevant PC member and the Vice President for HR for additional review and approval. The Executive Director of ITS should be consulted if there are IT related concerns prior to the final approval of the agreement.
- If the proposal is not approved, the employee will be notified by the supervisor.
- If the proposal is approved by all parties, a copy of the agreement is given to the employee and sent to HR for filing in the employee's record.
- The approved remote work agreement is implemented.
- The remote work agreement is reviewed before its expiration date.
- If the remote work arrangement is determined to be unsuccessful, the agreement shall be terminated in accordance with this policy.
- If the remote work agreement is determined to be successful, the agreement will be extended until its next review.

### **Ad Hoc Arrangements**

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

### **Terminating a Remote Work Agreement**

All remote work arrangements are revocable at any time, at UIU's discretion, based on business needs. Every effort will be made to give 30 days' advance notice to the employee prior to the termination of this agreement.

## CONTACTS

**Responsible Administrator** – Vice President for Human Resources

## RELATED DOCUMENTS, FORMS, AND POLICIES

[Remote Work Agreement Form](#)

## HISTORY

<b>New/Revision No.</b>	<b>Date Approved</b>	<b>Revision Change</b>
	2016	UIU procedure prior
New	6.22.2022	