

Remote Work Policy and Remote Work Agreement

(Adopted 8/17/20)

In most cases, Wittenberg University employees are expected to work on the physical campus. However, a remote work arrangement may be a viable alternative. In some instances, such as a health crisis, remote work may become an expectation for some positions. In all situations in which remote work is considered, physical office spaces must be appropriately staffed in order to effectively pursue our educational mission.

Remote work allows an employee to work all or part of the work week from a location other than campus, such as a home office or while traveling. Remote work is an alternative that may be appropriate for some employees and some positions. It is not a University-wide benefit, and does not change the University's employment terms and conditions. Employees working remotely are subject to all University policies and procedures, regardless of work location.

Additionally, the following provisions must be adhered to:

- Productive work is expected of remote workers and is not to be considered a substitute for childcare or other dependent care;
- Acceptable attendance requirements and tracking methods must be utilized;
- Expectations regarding communication, deliverables and measuring productivity must be established with your supervisor;
- The appropriate use of necessary equipment and supplies, including electronic hardware, software, and devices must be determined;
- Great care must be taken to ensure security of all institutional documents, reports, records and equipment;
- New funds will not be added to accommodate remote work, whether through additional hours or through the purchase of new equipment by the University;
- Annual review (at minimum) of the remote work arrangement.

Human Resources will provide additional guidance to employees and supervisors upon request regarding remote work options and agreements.

Remote Work Guidelines/Procedures

In considering an employee's request for a remote work arrangement, all parties must ensure that core hours and/or periods of high-volume activity (as determined by University and department leadership) are appropriately staffed, whether on the physical campus, through an online presence, or a combination. During these times, university and/or department leadership may require that employees permitted to work remotely report to work on campus.

An employee seeking a remote work arrangement must submit a written request to their supervisor outlining the rationale for the remote work request, a plan for meeting the responsibilities of their position, proposed work schedule and location, and the proposed start and end date of the remote work period.

- Considerations for evaluating remote work requests:
 - o Every proposal must be evaluated on a case-by-case basis including, but not limited to, a discussion between the supervisor and employee regarding the reasons for the request and the needs of the employee's department. When evaluating the request, the following factors must be considered:
 - Operational needs of the department and the university, including the potential impact on students, faculty, staff, visitors, etc.
 - Ability for the department to maintain appropriate staffing levels, particularly during core hours and periods of high-volume activity.
 - Impact on students, other employees within the department, and other employees who may work regularly with the department.
 - Employee's past performance.

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- Remote work arrangements must be piloted for a brief period (generally 30 days) prior to long-term approval. The designated pilot period allows the employee, supervisor and senior staff the opportunity to re-evaluate the arrangement considering all factors set forth in the Remote Work Policy. Based on the results of the pilot period evaluation, and with approval of the area senior staff member, the Remote Work Agreement will be implemented for the designated time period, modified, or terminated.
- When considering an employee's request for a remote work arrangement, the supervisor will consider the following questions:
 - Does the position have clearly defined work that can be accomplished off-site?
 - Are there position requirements that cannot be met from an off-site location?
 - Can the employee's productivity be measured effectively through off-site supervision?
 - Will the department continue to meet its standards for service and staff availability?
 - Does the employee proposing the remote work arrangement have a demonstrated record of strong time management skills and satisfactory, at minimum, independent work performance?
 - Are there effective methods for communicating between the employee and supervisor?
 - What is the necessary frequency and schedule expected for the employee to work on-site (including meetings with the supervisor, colleagues, students, and other constituents)?
 - How will the proposed remote work arrangement affect cross-training initiatives, team-based approaches, and other strategies?
 - What are expectations for the employee's availability during the workday?
- Approval of a Remote Work Agreement:
 - Upon receipt of a remote work request, the supervisor will discuss the request with the employee, including the above considerations.
 - The supervisor will discuss the request with the appropriate senior staff member. Human Resources is available to consult with supervisors and senior staff regarding requests.
 - If approved, the employee, supervisor, and senior staff member will complete and sign a Remote Work Agreement. All parties and Human Resources will receive a copy of the signed Remote Work Agreement.
 - If the request is not approved, the supervisor will inform the employee and Human Resources of the reasons for the decision.
- Modifying or Terminating a Remote Work Agreement:
 - Once approved, an employee may not modify the Remote Work Agreement without the written consent of their supervisor and senior staff member. Any modifications will be specified in writing and provided to Human Resources.
 - A supervisor may modify an approved Agreement if they, and the appropriate senior staff member, determines that such modification will better meet the current needs of the department and/or University. Any modifications will be specified in writing and provided to Human Resources.
 - If a supervisor determines that the remote work arrangement is no longer consistent with the department's obligations, or if the performance of the employee is not meeting performance expectations, the supervisor may terminate the Agreement in consultation with the area senior staff member and Human Resources.
 - If a Remote Work Agreement is terminated, the supervisor must provide written notice to the employee. The supervisor may allow a notice period of up to 30 days for terminating the remote work arrangement. All documentation must be provided to Human Resources for the employee's file.

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- Benefits and Applicable Employment Laws:
 - o Employees working under a Remote Work Agreement will be entitled to the same University benefits as though they are working on-site. Leave time must be submitted based on the hours/days the employee is scheduled to work.
 - o All remote work arrangements are subject to applicable employment laws, including, but not limited to, the Fair Labor Standards Act, Ohio state employment law, and Ohio Workers' Compensation Law.
 - o Wittenberg University's insurance coverage protecting its property will not cover any personal property that is used in a remote work location (including an employee's home). Further, Wittenberg University's insurance will only cover university equipment brought to a defined remote work location if it has been listed on the Remote Work Agreement.

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Remote Work Agreement

Employee Name: _____ Email: _____

Mobile/Home Phone: _____ Job Title: _____

Department: _____ Supervisor: _____

Remote work begin date: _____ End date: _____ Ongoing?: _____

REMOTE WORK DUTIES -- Please attach a current and approved position description and identify duties that may be performed while working remotely. This can include a statement that all duties may be performed while working remotely.

WORK LOCATION

Home Full Home address: _____

Other Address of location: _____

SCHEDULE

This Agreement begins on _____ and continues until _____ **OR** Indefinite

	Work start time	Work end time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

For overtime-eligible employees only: I understand that I must report all hours worked and that overtime requires supervisor pre-approval even when a flexible work arrangements exists. **Employee initials if applicable** _____

FOLLOW UP PLAN TO ASSESS SUCCESS OF THIS AGREEMENT (example: weekly check-ins, be specific) _____

COMMUNICATION

The employee will use the following forms of communication while working remotely (check all that apply):

University email / Phone Teams/Skype Other: _____

EQUIPMENT

If university-owned equipment will be used by the employee at the remote work location, the employee must complete any applicable forms related to accepting responsibility for the equipment from Information Technology Services or other applicable department. A signed copy of the form(s) must be attached to this agreement.

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ADDITIONAL TERMS

The decision to approve this agreement is made at the university's discretion.

All of the employee's obligations, responsibilities, and terms and conditions of employment with the University remain unchanged, except those specifically changed by this agreement. The university is not responsible for providing any financial assistance to facilitate any remote work arrangement, except as specifically outlined in this agreement. Personal tax implications related to the remote work location shall be the employee's responsibility. Revisions to this Agreement must be in writing and approved by both the supervisor and appropriate senior staff member. Any revision that is not in writing is not enforceable.

Remote Work Agreements are subject to ongoing review. The University may terminate the Agreement at any time based on performance concerns, organizational needs, or failure to follow any of the requirements of the Agreement. The University is not responsible for any costs incurred by the employee resulting from termination of this Agreement. The university's failure or delay in enforcing any requirement of this Agreement is not a waiver of that requirement or any other, and such requirement may be enforced at any time.

By signing below, I acknowledge that I received a copy of, read, and understand the Remote Work Policy, Procedures, and Remote Work Agreement, and agree to abide by all requirements therein. I agree that, among other requirements, I am responsible for maintaining the hours specified in this agreement, observing wage and hour provisions as they apply, furnishing and maintaining my remote worksite in a safe manner, employing appropriate security and confidentiality measures for university files, data, and other information, and complying with all other policies of the university. I agree to allow the university to inspect my designated remote work location at mutually agreed-upon times to ensure that safe and secure working conditions exist. I further agree to provide access to my work site by any agent of the university to conduct post-accident or other investigations as necessary.

Employee Name	Employee Signature	Date
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Supervisor Name	Supervisor Signature	Date
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Area Senior Staff Name	Area Senior Staff Signature	Date
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For Human Resources use only

Date Received by HR	Received by (HR rep)	Notes/Comments