

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Human Resources
Subject:	Remote Work Policy
Date Issued:	December 12, 2018
Updated and Reviewed By:	Finance & Administration Team – October 28, 2021
Approved By:	Senior Leadership Council – January 26, 2022

I. Policy

This policy outlines where employment at a remote location may be deemed as a viable alternative work arrangement. All members of the Luther College community are asked to contribute to a collective effort to foster a vibrant, personal, open, and uplifting campus experience for students and employees. Not all positions or job assignments are suitable for a Remote Work arrangement, and determinations will be made on a case-by-case basis.

II. Purpose

The purpose of this policy is to establish consistent guidelines and criteria to be used to determine, review, and manage employment at a remote location.

III. Scope

- This policy applies to both current staff and open staff positions that are in the process of being filled.
- The president of the College must give final approval of all ongoing Remote Work arrangements.
- Remote employment allows an employee to work at home, or in a satellite location for all or part of their regular workweek. Remote employment is not an entitlement or a college-wide benefit, and it in no way changes the terms and conditions of employment with Luther College.
- All College policies will continue to apply to the employee while working remotely. If there are questions about the application of a policy in a remote setting, the employee should contact the supervisor.
- Job responsibilities, standards of performance, and performance reviews remain the same as when working on campus.
- An employee is generally not entitled to receive additional compensation, equipment, supplies, or travel time in order to accommodate a Voluntary Remote Work Arrangement.

IV. Terms and Definitions

- Nonexempt Staff - Employees whose positions are not exempt from the overtime

requirements of the Fair Labor Standards Act and are paid on an hourly basis.

- Remote Work - Is the situation when a regular work station for a College employee is somewhere other than the College campus. In most Remote Work arrangements, the employee works from a dedicated space in their home.
- Voluntary Remote Work Arrangement – A Remote Work arrangement made at the request of, and for the benefit of, the employee. Employees voluntarily working remotely may elect to return to on-campus work at any time, and the College may require a return to on-campus work at any time.
- Involuntary Remote Work Arrangement – Employees working remotely on an involuntary basis do so at the request of, and for the benefit of, the College.

V. Procedures and Guidelines

- A. Types of requests. There are four situations in which a Remote Work request might be submitted.
- During the recruitment process, a supervisor may request that remote applicants be considered in order to attract an employee with the necessary skills and experience to be successful.
 - A current employee may request a Remote Work agreement that benefits both the College and the employee.
 - A Remote Work arrangement may be agreed upon by the employee, their supervisor, and Human Resources (HR) as a reasonable accommodation for a disability as defined by the Americans with Disabilities Act.
 - A current employee may request to work from home on an ad-hoc basis.
 - Remote Work Forms are located on the [HR website](#).
- B. Ad-hoc Remote Work
- Employees may request ad-hoc Remote Work on a day-by-day basis from their supervisor. Situations where such a request may be appropriate include to avoid potentially transmitting disease when sick, to stay home with a sick child, or inclement weather.
 - Nonexempt Staff working remotely on an ad-hoc basis must comply with the “Wage and hour guidance for nonexempt employees working remotely” section below.
 - All ad-hoc Remote Work arrangements are considered to be voluntary.
 - Ad-hoc Remote Work arrangements may not continue for more than a week at a time without approval from HR. The form to request HR approval for an ad-hoc Remote Work arrangement longer than one week is located on the [HR website](#).
- C. Ongoing Remote Work approval process
- An eligible employee who wishes to work at home on an ongoing basis should submit a written request to their supervisor, cabinet representative, and director of HR explaining the reason for the request, the desired Remote Work arrangement, and the expected impact on the College.
 - The supervisor must submit a proposal to their cabinet representative and director of HR. The proposal should include both a cost rationale demonstrating a savings or neutral budget to the department and a rationale for contributing to both students and the College, such as:
 - Mileage between the college and the intended location
 - Distance of intended location to regional airport and/or the possibility of closer access to larger airports that offer direct flights
 - Distance from intended location and assigned work territory
 - Examples of additional opportunities for cost and time savings
 - A defined work schedule indicating the number of days per week or per quarter that the employee will work remotely
 - Location of the intended remote employee and rationale of why it is beneficial to the college to approve a Remote Work situation.

In addition, the proposal should include rationale for how the arrangement will allow the

employee to contribute to a collective effort to foster a vibrant, personal, open, and uplifting campus experience for students and employees.

- The supervisor, cabinet representative, and director of HR will review the request and determine whether it will be approved. In making this determination, they will consider the impact of the arrangement on the employee's ability to carry out job duties, the effect of the arrangement on coworkers and students, the employee's job performance, and the reason for the request. The cabinet representative and director of HR must both approve the request. The request will then be forwarded to the president for final approval. Advance notice to HR and Payroll is required to set up appropriate workers compensation, unemployment, and tax reporting requirements for the remote site. A Remote Work arrangement cannot begin until these administrative requirements have been addressed.

D. General Guidelines/Conditions

- Learning and working in community is central to the mission of Luther College. Remote Work is a privilege and such requests will only be granted when it is in the best interests of the College. All departments must have enough employees physically present to meet community needs for service and access.
- Working from home or other non-traditional work setting imposes additional responsibilities on the employee, as outlined in this document or established by the employee's supervisor.
- Requests for temporary Remote Work assignments will be addressed separately by the appropriate cabinet member and HR.
 - A temporary assignment would be something that would be more than one week but less than one year.
- Employee agrees to notify HR if their primary work location will change for an extended period of time. Changes in primary work location may result in termination of the agreement.
- Remote Work arrangements must be recertified annually and may be discontinued by the College at any time.
- Employee agrees to comply with all College policies and procedures, regardless of work location, while working under this Policy.
- Nothing in this agreement shall affect the existing at-will employment relationship between Employee and the College.

E. Health and Safety Issues in the Remote Office

- If the employee suffers a work-related injury while working remotely, HR must be promptly notified. All necessary steps to report and document the injury, as outlined in the staff handbook, must be followed.
- Worker's compensation may cover all work-related injuries to the employee that occur in the designated off-site workplace during the employee's work period. Since workplace and home may be the same, worker's compensation will not apply to non-job-related injuries that may occur in the home. The College is not liable for any injuries to family members, visitors and others in the employee's home or off-site workplace.

F. Remote Workspace

- The employee is responsible for establishing and maintaining safe and healthy working conditions in the off-site workspace.
- Determination of whether the College will provide equipment and supplies for a remote workspace will be handled on a case-by-case basis.
- Employee understands that all equipment, supplies, materials, and records provided by the College remain the property of the College and are to be used for business purposes only. The employee assumes responsibility for the physical security of College equipment and supplies in their possession while working remotely.
- College information, materials, documents, and other records that the employee transports to

and from campus must be kept confidential and secure. The employee agrees to protect College records from unauthorized disclosure or damage and will comply with College information security policies and procedures.

- Consistent with the College's expectations of information security for employees working at the College, remote employees will be expected to ensure the protection of proprietary College and customer (student, prospects, etc.) information accessible from their home or satellite office. Steps 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. information technology services (ITS) should be consulted to ensure secure remote access.
- The College will not be liable for damages to an employee's personal or real property while the employee is working at home or another approved alternate work location. Nor will the College be responsible for operating costs, home maintenance (e.g. utilities), or any other incidental costs associated with the use of the home as an alternate work location. The employee must maintain the ability to connect to the College's network with sufficient internet bandwidth to perform the job duties.
- Photographs of the remote workspace must be provided to HR before the Remote Work agreement begins and annually thereafter. The physical address and a description of the designated location in the home used as the primary work area must be provided to HR. The employee must promptly notify HR if the address or description of the designated location changes.
- Employee agrees to report to their supervisor any incidents of loss, damage, or unauthorized access that occurs at the Remote Work location at the earliest reasonable opportunity.

G. Work Responsibilities

- Employee's duties, obligations, and responsibilities, as outlined in their job description, and conditions of employment with the College remain unchanged, except those obligations and responsibilities specifically addressed in this Remote Work Statement of Expectations. Job responsibilities, standards of performance, and performance reviews remain the same as if working on campus. The supervisor reserves the right to assign work as necessary while the employee is working remotely.
- Remote Work is not a substitute for obtaining regular dependent or elder care. Appropriate dependent or elder care must be arranged during scheduled work hours, except on an ad-hoc basis due to irregular circumstances, allowing the employee's full attention to work responsibilities.
- The employee must remain accessible during designated work hours. The regular work schedule while working from the remote workspace will match those of the College unless other arrangements have been made with the supervisor. When alternate work schedule arrangements have been made, there must be consistency and a written timeline shared with the supervisor and team members.
- Institutional and office culture is important in the team environment. The employee will participate in on-campus meetings as requested, as well as College events that may require on-campus attendance. Ad-hoc meetings may be attended remotely as approved by the supervisor.
- A newly hired employee must physically be on campus for both HR employee orientation and in-depth job training within the department.
- The minimum number of work days that the employee will be expected on campus will be determined by the supervisor, subject to final approval by the president.

H. Wage and Hour Guidance for Nonexempt Staff Working Remotely

- Nonexempt Staff must accurately track their hours worked.
- Interruptions from work may happen when employees are working remotely. However, interruptions from work of less than 30 minutes must be included as work time. Nonexempt Staff may not work extra "off-the-clock" time to make up for interruptions.

- Each work day, Nonexempt Staff should work only in one location. If a nonexempt employee performs work in the office and remotely in any particular day, their travel time between those two locations must be included as hours worked and mileage is reimbursable through the office for financial services.

I. Expense Reimbursements

- If the remote location is involuntary, required travel to and from the College will be reimbursed per the *Vehicle Use Procedures for Fleet and Personal Vehicles policy*.
- If the remote location is voluntary, travel to and from the College from a remote location will not be reimbursed.
- The College will reimburse all reasonable and necessary office expenses, as determined by the departmental budget director, for employees working remotely on an involuntary basis.
- All other expense reimbursements follow normal College policies.

J. Return of College Assets

- In the event of revocation of the Remote Work arrangement or termination of employment with the College, the employee agrees to return College-owned equipment, materials, records, and information within seven (7) days of the cancellation/termination.

K. Departmental Addendum

- In addition to the requirements included in this policy, a department may attach additional requirements as an *addendum*.

Confidentiality and Record

A signed copy of the *Remote Work Statement of Expectations* will be kept in the personnel files, stored in the HR office. HR will annually send out forms to recertify the Remote Work situation.