REMOTE WORK GUIDELINES

Date: 
Employee Name: 
Employee Department Name: 
Employee Job Title: 
Employee Supervisor Name: 

Note to supervisor and Unit Head / VC: please review and go to pages 5 and 6 to sign this document for approval.

Purdue University Fort Wayne must always be appropriately staffed to effectively pursue our educational mission. Your manager will determine if your position and performance lends itself to 100% remote work or a modified schedule that integrates remote work. Please keep in mind that certain positions or units may not be eligible for flexible work arrangements due to the nature of the work. If you have a role that is generally unable to work remotely, there may be creative ways to integrate remote work on a short-term basis. For instance, this can be an opportune time to catch up on work that often goes by the wayside. Consider what work this may be and propose it to your supervisor. Remote work and modified schedule eligibility is approved on a case-by-case basis and must advance the department’s operational needs and our educational mission. The following guidelines are for remote work/modified remote work schedules.

Step 1: Remote Work Assessment by Supervisor
Managing remote teams is similar in many ways to managing onsite staff. You still need to provide goals, resources, feedback, and other essential support, regardless of where you and your team are located. What is different is the need to plan out how you will deal with a few important logistical issues and stay informed about how work is progressing so you can monitor and support the productivity of your staff.

Use this assessment to determine whether ongoing remote work is suitable for work success, and obtain approval from your unit leader. Unit leaders (chancellor, vice chancellors, associate vice chancellors, deans, or their designees) have the authority to approve remote work arrangements.

Job responsibilities and nature of the work.

- **Job functions.** The position has job functions that can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of the department, considering students/collaborator impact.
- **Work expectations.** Managers/Supervisors should establish, and clearly communicate, the expectations of work that needs to be accomplished, including outlining duration and expectations. Create protocol for managing/approving hours. Set communication processes for discussing need for time off or other issues that will require the employee to be unavailable. If you manage non-exempt employees – please be certain they inform you when they are taking their meal break. Set boundaries and expectations regarding response time, including what are the expectations of response time to teammates and customers. What are the expectations with engaging using technology, such as active on Teams throughout the day, and expectations for coming to campus for certain meetings or events.
- **Schedule.** The position does not require a physical presence at the regularly assigned workspace on a daily or routine basis. How does the proposed schedule affect their teammates, colleagues, and customers?
- **Supervision.** The position allows for effective supervision of the job functions as if they were performed at the assigned workspace.
- **Home setup.** The employee has access to utilize electronic resources, including reliable internet connectivity, to ensure seamless performance of job duties.
- **Personal responsibilities.** There has been a discussion regarding expectations for maintaining professionalism as if the employee worked in the regularly assigned workspace. Whether the employee
is familiar with working remotely or new to the arrangement, there are a number of best practices to follow to help the employee be productive, organized and promote well-being. (See #hellopfw newsletter for ideas.)

- **Cost effectiveness.** The supervisor should review any cost savings the department would realize or additional expenses the department would incur as a result of any agreement.
- **Department workload.** The supervisor should evaluate whether the remote work arrangement would adversely impact the services or workload of the department.
- **Trial period.** Trial periods of at least 30 days may be established. During the trial period, the supervisor and employee must evaluate the effectiveness of the remote work arrangement and determine whether to extend the agreement.

**Step 2:** If a traditional remote work arrangement is approved, the supervisor works with the employee to complete these forms, route for signatures, and a final copy is routed to HR.

If more employees request remote or modified remote work arrangements than a department can reasonably accommodate, the department manager is expected to respond to requests in accordance with the guidelines in step 1, and in a way that is fair and equitable to all employees and that supports the requirements and operational needs of the department.
GUIDELINES:
1. The proposed schedule must be mutually agreeable to all employees involved and the supervisor.
2. Hours to be made-up cannot be carried into another workweek.
3. The averaging of hours over two or more weeks is not permitted.
4. For non-exempt employees, all hours over 40 in the workweek must be paid at the overtime rate. This includes: holidays, vacations, sick leave, jury duty, funeral leave and military duty.
5. The department head or designee must approve the flextime schedule in advance of its implementation.
6. If the proposed work schedule does not fit the parameters below, provide an alternative schedule in the Supervisor/Alternative Schedule field.

Step 3: Home Office Setup Guide for Remote Workers

Equipment. The University recognizes that some home office equipment is necessary to carry out remote work functions offsite. The University is committed to providing faculty and staff home office equipment deemed essential to carrying out functions required by their job within the framework of these guidelines for one primary worksite only, meaning provided equipment will not be duplicated at home and in the office. Faculty and staff identified as remote work eligible are expected to make every attempt to use existing Purdue equipment or move existing equipment offsite to work remotely. This should remove the need, in most cases, to purchase additional equipment for existing employees. Employees should consult with their department and local IT staff prior to moving equipment offsite.

Complete the checklist. Employee should follow appropriate equipment standards for onsite work and local IT and unit leadership should evaluate acceptable standards based on job needs.

To enable remote work as effectively as possible, many types of University equipment may be taken offsite to the home of an employee in support of remote work, as described below.

<table>
<thead>
<tr>
<th>Commonly Requested Equipment/Supplies</th>
<th>Allowable in Remote Setting (Primary Location)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Equipment and Peripherals</td>
<td>Move Existing Equip</td>
</tr>
<tr>
<td>Desktops</td>
<td>Allowable</td>
</tr>
<tr>
<td>Laptops</td>
<td>Allowable</td>
</tr>
<tr>
<td>Tablets</td>
<td>Allowable</td>
</tr>
<tr>
<td>Item</td>
<td>Allowable</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Webcam</td>
<td>Allowable</td>
</tr>
<tr>
<td>Headsets/Microphones</td>
<td>Allowable</td>
</tr>
<tr>
<td>Mice</td>
<td>Allowable</td>
</tr>
<tr>
<td>Monitors</td>
<td>Allowable</td>
</tr>
<tr>
<td>Scanners</td>
<td>Allowable</td>
</tr>
<tr>
<td>Docking Station</td>
<td>Allowable</td>
</tr>
<tr>
<td>Printer</td>
<td>Exception Only</td>
</tr>
<tr>
<td>Wireless Access Point</td>
<td>Exception Only</td>
</tr>
</tbody>
</table>

**Mid-Size Office Furnishings (50 lbs. or less)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowable</th>
<th>Not Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td>Allowable</td>
<td>Not Allowable</td>
</tr>
<tr>
<td>Lift Type Tabletop Desks</td>
<td>Allowable</td>
<td>Not Allowable</td>
</tr>
<tr>
<td>Small Cabinet</td>
<td>Allowable</td>
<td>Not Allowable</td>
</tr>
</tbody>
</table>

**Large Office Furnishings**

| Item                          | Not Allowable | Not Allowable |
| Desks (Including Standing Desks) | Not Allowable | Not Allowable |
| Mid to Large Cabinet          | Not Allowable | Not Allowable |
| Workstation                   | Not Allowable | Not Allowable |

In addition, small furnishings that can be safely moved such as office chairs, and footstools may be moved offsite. Movement offsite or the purchase of large furnishings such as desks will not be permissible. Additionally, desk lamps, office decorations, and other items of a personal nature are not permissible University purchases or reimbursements.

**Security.** Per the policy Authentication, [Authorization and Access Controls (S-13)](https://example.com), prior to accessing PFW Information Technology Resources, remote users must follow the [End User Security Guidelines](https://example.com) and any additional guidelines issued by Information Services.

**Tracking Property Off Campus**

Departments are responsible for tracking University assets and equipment moved offsite for remote work through the [Property Off Campus Form](https://example.com).

The QRG outlines the steps to follow when University assets and equipment are moved offsite to another temporary or long-term location for business use, including for remote work use. All University owned assets and equipment are legal property of the University. While relocated offsite for business use, it is expected that all assets and equipment are returned upon employee termination or as requested by the department head or supervisor. Employees will be responsible for submitting the [Property Off Campus Form](https://example.com) electronic form for items being relocated offsite for remote work use.

**Criteria for Home Office**

As a remote work employee, you are responsible to ensure that the designated workspace is adequately equipped and complies with safety guidelines. Please reference the [Home Office Ergonomics](https://example.com) information to aid in creating a comfortable workspace.

**Change in Duty Station**

If you are requesting to work remotely outside of Indiana for more than 22 days, please complete a [Change of Duty Station](https://example.com) request in advance of beginning your work from the alternate location. All Change in Duty Station requests must be reviewed for compliance and are required for both domestic remote work and international remote work.

**Step 4. Evaluation.** The effectiveness of the remote work arrangement will be periodically and annually evaluated with consideration for employee performance, impact to the office, and employee welfare. Ending or modifying the terms of the arrangement may be required. Agreements will automatically renew unless the supervisor determines to revoke or modify the terms of the agreement.
Remote Work Checklist

Use the following checklist to make sure you have completed all of the necessary steps prior to submitting the forms!

DID YOU……..

1. Review the guidelines for remote and modified work schedules?
2. Did the supervisor use the remote work assessment provided within this document to determine whether ongoing remote work is suitable for work success?
3. Did you complete the Flexwork Telework Agreement and route for signatures?
4. Did you ensure that the equipment needed to perform work remotely is in place?
5. Did you review IT Services' End User Security Guidelines?
6. Did you complete a Property Off Campus form in SuccessFactors for any equipment you are removing from campus? (pg. 3)
7. Have you reviewed the Home Office Ergonomics information to aid in creating a comfortable workspace? (pg. 3)
8. If you will be working remotely outside of Indiana for more than 22 days, have you completed a Change of Duty Station request? (pg. 3)
9. Did you review and obtain all signatures on the PFW Employee Remote Work Guidelines Acknowledgement?

If you were able to check off these items, you are ready to submit your forms. If you have questions, please contact Human Resources and Office of Institutional Equity at hr@pfw.edu, or 260-481-6840.
Step 5: PFW Employee Remote Work Guidelines Acknowledgement

I have read and understand Purdue University Fort Wayne’s remote work and modified remote work schedule guidelines and agree to the following:

1. Remote work and modified remote work schedules are determined and approved by the supervisor based on business need. It is not an employee right or benefit. This acknowledgement in no way alters my employment relationship with Purdue University Fort Wayne or my obligation to observe all applicable Purdue University Fort Wayne rules, policies and procedures. All existing terms and conditions of my employment remain the same as if I worked at my regularly assigned workspace.

2. Employees must update your emergency contact information in Success Factors, which is viewable to HR representatives and administrative managers.

3. I will provide and maintain a healthy and safe environment at the remote workspace, free from safety hazards. The remote work employee should not receive visitors for work-related matters at the off-site location. The employee agrees to hold the University harmless for injury to others occurring at the remote work worksite.

4. I understand that remote work is not a substitute for dependent child or elder care and the employee should make regular dependent care arrangements. If a dependent is ill and requires ongoing attention, you may need to use paid time off for time away from work, as needed.

5. I will work with my supervisor to determine a flexible schedule that enables my work to be completed in the hours allotted to my position each week.

6. The operational needs of Purdue University Fort Wayne take precedence over this Remote Work Agreement. After being provided as much advanced notice as possible, I must report to Purdue University Fort Wayne on a scheduled remote workday when required by my supervisor.

7. At any time, the remote working relationship may be ended by the supervisor who will provide as much advanced notice as possible.

8. I will maintain accurate time reporting documentation to support and substantiate my work hours and work products. If my position is considered non-exempt under the Fair Labor Standards Act (FLSA), I will obtain advanced approval of my supervisor before working more than 40 hours in a workweek. I must obtain supervisor approval before taking leave time.

9. Purdue University Fort Wayne assumes no liability for injury at my remote workspace to any other person who would not be in the area if the duties were being performed at the regular workspace. If I am injured in an offsite location and in conjunction with regular work duties, during agreed-upon working hours, I must notify my supervisor immediately and complete all required documents regarding any injury. Such reports of injuries will be handled in the same manner as reports of injuries in the normal workplace.

10. I am liable for damages to my personally-owned equipment resulting from remote work. Purdue University Fort Wayne will not be responsible for operating costs, home maintenance, or any other incidental costs (i.e. utilities, telephone, insurance, etc.) associated with the use of my residence for remote work unless specifically provided otherwise.

11. This acknowledgement does not constitute an employment contract.

12. When this agreement terminates, I will promptly return all data, reference materials, reports, records, equipment, software, supplies, and any other Purdue University Fort Wayne property in my possession or control.

In signing below, the employee, the supervisor, and the Unit Leader acknowledge that this agreement is voluntary and that they will abide with all the terms and conditions of the agreement.

Employee Signature: ___________________________ Date: ______________

Employee Printed Name: _______________________

Supervisor Signature: _________________________ Date: ______________

Unit Leader Signature: _________________________ Date: ______________