

REMOTE WORK GUIDELINES

Purdue University Fort Wayne (PFW) must always be appropriately staffed to effectively pursue our educational mission and to best serve our students. PFW offers remote work arrangements for staff members when the strategic priorities, the specific work requirements, and the employee and supervisor are suited to such an arrangement. The ability to receive remote work arrangements is a privilege and not an entitlement or university-wide benefit and is granted at the sole discretion of the university. The determination of whether staff are eligible to participate and approved for a remote work arrangement will be made in accordance with this policy and university business needs.

Supervisors and unit leaders will determine if a position and performance lend itself to remote work or a modified schedule that integrates remote work. Remote work is not a university-wide benefit and certain positions or units may not be eligible for flexible work arrangements due to the nature of the work. The focus of a remote work arrangement must remain on meeting university, college/unit, and job performance needs. Remote workers must maintain a distinct separation between work activities and personal activities. For example, remote work is not a substitute for childcare or adult care. Remote work and a modified schedule eligibility are approved on a case-by-case basis, evaluated on an annual basis, and must advance the department's operational and business needs and the University's educational and strategic mission. Arrangements can be made on a short-term basis, occasional, or as an ongoing arrangement. 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 will 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. Supervisors and Vice Chancellors have the authority to approve remote work arrangements.

Job responsibilities and nature of the work.

- **Job functions.** Determine if the position has job functions that can be performed at a remote location without diminishing the quality of the work or disrupting the productivity of the department, considering students/collaborator impact.
- **Schedule.** The position does not require a physical presence at the regularly assigned workspace on a daily or routine basis. The total number of hours that employees are expected to work ordinarily will not change, regardless of work location. Determine how the proposed schedule will affect their teammates, colleagues, and customers and what the impact on workflow and team efficacy will be. Approved schedules should be fair and equitable to eligible employees while continuing to ensure appropriate on-campus coverage. The supervisor is expected to respond to requests in a fair and equitable manner if multiple requests are received while maintaining the operational status of the department.
- **Supervision.** The position being considered for a remote work accommodation should allow for effective supervision of the job functions as if they were performed at the assigned workspace. Employees struggling with performance or are currently in progressive discipline should not be considered for this arrangement until such time that consistent, improved performance is demonstrated. Review the [Manager Toolkit](#) site for resources to successfully manage a remote team.
- **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 the expectations for using technology, such as active on Teams throughout the day, responding to emails timely and within a defined time frame, responding to teammates and customers, and expectations for coming to campus for certain meetings or events.

- **Americans with Disabilities Act (ADA).** The only exception to the annual remote work approval is for a medical need where a reasonable accommodation, due to a qualified disability or medical condition, meets the university's [ADA protocol](#) for a workplace accommodation.
- **Cost effectiveness.** Supervisors should review any cost savings the department would realize or additional expenses the department would incur as a result of any agreement prior to approval.
- **Department workload.** Supervisors should evaluate whether the remote work arrangement would adversely or positively impact the services or workload of the department.
- **Foreign Nationals.** A foreign national employees' remote work arrangement may impact status/eligibility and requires additional steps. Supervisors and employees should review such impacts and consult with Human Resources at 260-481-6840 prior to committing to a remote arrangement with a foreign national.
- **Home setup.** The employee should have a designated workspace at the remote location and access to electronic resources, including reliable internet connectivity, to ensure seamless performance of job duties. The employee will need to be able to troubleshoot remote technology issues with appropriate university support (ITS) and resources.
- **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)
- **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 appropriate, then the supervisor will work with the employee to complete the [Remote Work Assessment and Agreement form](#), route the form for approval signatures, and a final copy is routed to HR. [Flexible work arrangements](#) are available to offer a modified work schedule that provides variation from a normal work day and can be an option available to employees in lieu of a remote work arrangement.

If more employees request remote or a modified remote work arrangement than a department can reasonably accommodate, then 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.

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 PFW 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.

Employees must maintain an internet connection that is stable and fast enough to support video conferencing, email, chat, file editing, and other day-to-day work tasks in the remote work location. Internet services, phone lines, and cell phones for remote office use are not provided by the university and are an expense of the employee. The university accepts no responsibility for damage or repairs to employee-owned equipment. ITS reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Complete the [Telework Safety, Workspace and Data Security 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.

Commonly Requested Equipment/Supplies	Allowable in Remote Setting (Primary Location)	
	Move Existing Equip	Purchase New
Computer Equipment and Peripherals		
Desktops	Allowable	Allowable (approval required)
Laptops	Allowable	Allowable (approval required)
Tablets	Allowable	Allowable (approval required)
Webcam	Allowable	Allowable (approval required)
Headsets/Microphones	Allowable	Allowable (approval required)
Mice	Allowable	Allowable (approval required)
Monitors	Allowable	Allowable (approval required)
Scanners	Allowable	Allowable (approval required)
Docking Station	Allowable	Allowable (approval required)
Printer	Exception Only	Exception Only
Wireless Access Point	Exception Only	Exception Only
Mid-Size Office Furnishings (50 lbs. or less)		
Chairs	Allowable	Not Allowable
Lift Type Tabletop Desks	Allowable	Not Allowable
Small Cabinet	Allowable	Not Allowable
Large Office Furnishings		
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 \(S-13\)](#), prior to accessing PFW Information Technology Resources (ITS), remote users must follow the [End User Security Guidelines](#) 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](#).

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](#) 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](#) 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 business days, please complete a [Change of Duty Station](#) request at least 30 days 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.

Emergencies and Other Unexpected Contingencies

In the event of an emergency, such as a natural catastrophe, national emergency, university wide closure, inclement weather, fire or other significant disruption to facilities or the physical operations of colleges/units, and in order to respond effectively to such disruptions and maintain critical functions, operations and services, supervisors and unit leaders are authorized to establish emergency remote work arrangements with qualified employees for limited duration without strict regard for the guidelines and procedures contained in this policy. Safety at the work location, confidentiality of the work, cyber security, integrity of work, and reporting of hours worked must be maintained. Emergency arrangements are to be maintained only until normal operations can be restored safely at the university worksite.

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.

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 arrangements and modified remote work schedules are not an entitlement or university-wide benefit and is determined and approved by the supervisor and their unit leader based on business need. This acknowledgement in no way alters my employment relationship with PFW or my obligation to

observe all applicable PFW rules, policies and procedures. All existing terms, conditions, and expectations of my employment remain the same as if I worked at my regularly assigned workspace.

2. I have spoken with my supervisor, notifying them of my remote work arrangement request and have read the guidelines provided in this policy.
3. I will update my emergency contact information in Success Factors, which is viewable to HR representatives and administrative managers.
4. I will provide and maintain a healthy and safe environment at the remote workspace, free from safety hazards. I will not receive visitors for work-related matters at the off-site location. I agree to hold the University harmless for injury to others occurring at the remote work worksite.
5. I understand that remote work is not a substitute for dependent child or elder care and that I should make regular dependent care arrangements. If a dependent is ill and requires ongoing attention, I will communicate with my supervisor and may need to use paid time off for time away from work, as needed.
6. I will work with my supervisor to determine a flexible schedule that enables my work to be completed during the regularly schedule work hours each week.
 - a. Non-exempt employees must adhere to the schedule approved by their supervisor and obtain pre-approval for a) overtime prior to working more hours than scheduled or b) any schedule changes.
7. The operational needs of PFW take precedence over this Remote Work Agreement. After being provided as much advanced notice as possible, I must report to PFW on a scheduled remote workday when required by my supervisor to provide campus coverage, to meet departmental business needs, or due to a need expressed by my supervisor.
8. At any time, the remote working relationship may be ended by the supervisor who will provide as much advanced notice as possible.
9. 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.
10. PFW 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.
11. I am liable for damages to my personally-owned equipment resulting from remote work. PFW 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.
12. This acknowledgement does not constitute an employment contract.
13. When this agreement terminates, I will promptly return all data, reference materials, reports, records, equipment, software, supplies, and any other PFW property in my possession or control.

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 Remote Work Guidelines for remote and modified work schedules?
2. Did your supervisor use the Supervisor Remote Work Assessment provided within this document to determine whether ongoing remote work is suitable for work success?
3. Did you discuss your request and acquire approval from your unit leaders (chancellor, vice chancellors, associate vice chancellors, deans, or their designees)?
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 for any equipment you are removing from campus?
7. Have you reviewed the [Home Office Ergonomics](#) information to aid in creating a comfortable workspace?
8. If you will be working remotely outside of Indiana for more than 22 business days, have you completed a [Change of Duty Station](#) request?
9. Did you review and obtain all signatures on the [Remote Work Assessment and Agreement](#)?

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.