

REMOTE WORK GUIDELINES

GENERAL SUMMARY

A remote working arrangement entails regularly working at a location that is not a University of St. Augustine for Health Sciences (USAHS) campus. Examples could be a work at home arrangement or working from a remote location.

POLICY GUIDELINES

All employees approved for a remote work arrangement should adhere to the following guidelines:

- The employee's job duties and responsibilities will remain unchanged as a result of the remote work arrangement.
- Performance is expected to remain at a satisfactory or above average level.
- Employee must have an appropriate workspace available to allow for maximum productivity.
- Even when working remotely, employee must dress in a manner that is professional and work-appropriate for our employees and students.
- Working remotely is not a substitution for use of sick leave or child/eldercare arrangement. Employees who work remotely are expected to be free of other obligations or restrictions during the scheduled work hours.
- If an employee is too ill to come to work, he or she should not work remotely, but should take a sick day to rest and recover.

WORK ENVIRONMENT

For employees who work remotely from home, setting up a remote office requires advance planning to ensure that they have an appropriate workspace, the necessary equipment and supplies. Important considerations to keep in mind when planning a remote workspace are as follows:

- The work area must be quiet and free of distractions. If using video, a professional work environment must be maintained.
- Lighting must be adequate and without glare.
- Distracting noises should be kept to a minimum.
- The employee's desk must be adequate, designed to safely accommodate the equipment the employee must use, e.g. computer, printer, etc. The organization will not provide furniture for the employee's remote workspace.
- Equipment, including a computer, as well as reliable high-speed Internet connection must be available while working remotely and must be compatible with the equipment the employee uses in his or her office at work.

- If the computer and printer are provided by the institution, the employee agrees to take appropriate actions to protect the items from damage and theft. Upon separation of employment or when requested, the employee will immediately return all property and equipment.
- Work supplies can be reimbursed with manager approval specifically for paper, pens, note pads, etc. Work related infrastructure expenses such as internet, phone or printer are not reimbursable. With a manager's pre-approval, payment for all necessary expenditures such as supplies may be reimbursed by the institution through the expense reimbursement process.
- Additional work-related expenses, e.g. shipping costs, etc. may be approved for reimbursement with the pre-approval of the manager.

Consistent with an organization's expectations of information security for employees working in an office, remote working employees will be expected to ensure the protection of proprietary information accessible from their remote location. Steps to protect confidential and private information include the use of a locked file cabinet and desk, regular password maintenance, and other steps appropriate for the job and the environment.