**PNW REMOTE WORK GUIDELINES**

Date:

Employee Name:

Employee Department Name:

Employee Job Title:

Employee Supervisor Name:

**Remote Work Assessment Completed by Supervisor**

Use this assessment to determine if an employee’s request for remote work can be successful and fully meet the business needs of the university. By checking the boxes listed below you are affirming that:

□ The job functions do not require a physical presence on campus on a daily basis

□ The job functions can be performed off site without diminishing the actual or perceived quality of work, or the productivity of the department

□ You can and will monitor performance and manage work outcomes for the remote worker as effectively as if it were performed at an assigned on-campus workspace

□ The staff member has access to electronic resources including reliable and robust internet service sufficient to ensure full performance of job duties

**Additional Resources**

* <https://www.purdue.edu/hr/COVID-19/remotework/faqs.php>
* <https://www.purdue.edu/ehps/rem/laboratory/Personal/ergo.html#homeergo>
* <https://www.purdue.edu/hr/familyfriendly/benefits/flexwork.html>
* <https://www.purdue.edu/hr/workremotely/mgrtoolkit/index.php>
* <https://www.purdue.edu/hr/workremotely/tkremote.php>

**Guidance for Employees Working Remotely**

**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. If utilizing University equipment, a [University Property Loan Agreement](https://www.pnw.edu/human-resources/payroll/) should be completed.

**Data Security Requirements for Home Office**

Per the policy [Authentication, Authorization and Access Controls (S-13)](https://www.purdue.edu/policies/information-technology/s13.html), prior to accessing PNW Information Services Resources, remote users must follow the [End User Security Guidelines](https://www.purdue.edu/securepurdue/it-policies-standards/it-guidelines/end-user-security-guidelines.php) and any additional guidelines issued by Information Services. The following are requirements for a computer that will be connected to PNW resources for work purposes.

□ All Remote Users whether working from a private (home) or public (coffee shops, restaurants, hotels, etc.) location must use Purdue VPN services

□ Access to PNW IS Resources will be controlled via career account ID and password or two-factor authentication

□ At no time will a Remote User provide their password to anyone, including family members; IS employees will never ask for a Remote User's password

□ All hosts that are connected to the University network must use up-to-date anti-virus software, keep virus definitions up to date, and run regular scans

□ Remote Users must ensure that systems used to connect to the University network have the most recent, vendor- supported operating system and application patches applied

□ Abide by Data Handling Guidelines for protecting and controlling sensitive or restricted information in hardcopy and/or electronic format

□ Mobile computing devices and external storage devices must employ encryption and PNW information must be stored on a PNW network share that is backed up

□ Documents containing protected health information (PHI) shall not be printed from a remote worksite or transported between the regular PNW worksite and the remote worksite unless approved by the department head. Those approved by the department head to handle PHI while working remotely will be issued an approved lockbox and a “cross cut” paper shredder for use at the remote worksite to destroy such documents when no longer needed. Materials with PHI should not be transported between the regular PNW worksite and the remote worksite unless the employee uses an approved lockbox.

**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 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.

**PNW Employee Remote Work Guidelines Acknowledgement**

I have read and understand Purdue University Northwest’s remote work guidelines and agree to the following:

1. Remote work is 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 Northwest or my obligation to observe all applicable Purdue University Northwest rules, policies and procedures. All existing terms and conditions of my employment remain the same as if I worked at my regularly assigned workspace.

- While classes are in session, all offices which provide in-person customer service must be open and have staff present during regular business hours Monday – Friday.

2. I will provide and maintain a healthy and safe environment at the remote workspace.

3. I understand that remote work is not a substitute for dependent child or elder care and 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.

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

5. At any time, the remote working relationship may be ended or amended by the supervisor who will provide as much advance notice as possible.

6. 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.

7. Purdue University Northwest 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, I must notify my supervisor immediately and complete all required documents regarding any injury.

8. I am liable for damages to my personally-owned equipment resulting from remote work. Purdue University Northwest 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.

9. This acknowledgement does not constitute an employment contract.

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

11. Annual renewal of the Remote Work Guidelines and Employee Acknowledgement is required. Employees must complete and submit the Employee Remote Work Guidelines Acknowledgement to their supervisor for review and approval each academic year.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature:

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: