

Remote Work Guidelines

Scope:

The use of an alternate work arrangement provides flexibility for employees in promoting a healthy work/life balance. In evaluating an employee request for remote work, supervisors will evaluate business needs, individual job requirements, employee performance and equity among remote work opportunities for staff within the department.

Remote work is defined as allowing employees to work at an alternate location. Employees perform essentially the same work they would in the onsite workplace.

Remote Work Categories:

Fully Remote – 100% of work is performed at an off-site location unless employee has been requested or required to report to a PNW location.

Hybrid – Work is performed partially on-site at a PNW location and at a remote off-site location.

Periodic – Unexpected campus closures or pivoting to remote instruction may require employees to work remotely occasionally.

Process for reviewing and approving remote work requests:

1. Supervisor completes a Remote Work Assessment to determine feasibility of accommodating a Remote Work request.
2. Supervisor communicates to employee if Remote Work Request was approved or denied.
3. If approved, supervisor shares remote work schedule, sets clear expectations for working remotely, establishes work standards, outlines performance metrics and conducts regular meetings to discuss work activities. Supervisor may request weekly status updates on work completed, challenges, projects and future priorities.
4. Employee submits a Remote Work Agreement (RWA) to supervisor for signature. Agreements are submitted annually, and copies retained in the department and Human Resources Office.

Schedule:

Employees with RWA's are required to work all hours, including core department hours, as defined by the supervisor. Schedules may be altered by the supervisor to effectively meet the business needs of the department. Employees must receive supervisory approval prior to making any change to their approved remote schedule.

Non-exempt employees may not work overtime without prior supervisory approval. Failure to accurately report time can result in the termination of the RWA or other disciplinary action.

RWAs are not guaranteed, and the agreement may be reviewed, modified or terminated at the discretion of the supervisor. The employee may also request to terminate a RWA. Employees should be given reasonable notice of the termination of the agreement.

Expectations for Working Remotely:

The employee must be available and responsive via telephone, network access, or e-mail during agreed-upon work hours.

Remote work time is not a substitute for regular dependent care. During established work hours, the employee must ensure appropriate child, dependent or elder care arrangements are in place to ensure no interruption with the employee's ability to perform work.

Employees are responsible for the security of all documents and records in their possession while working remotely and must adhere to the university's security procedures to ensure confidentiality and security of data.

Employees must comply with all PNW policies and procedures regardless of work location.

Required attendance at a PNW location or event on a scheduled Remote Workday:

The operational needs of Purdue University Northwest take precedence over the RWA. The supervisor will establish requirements for attendance at organization and departmental meetings and the employee must attend in person when required.

Mileage will not be paid if employee is required to report to a PNW location or meeting on a remote workday.

Employees working a 100% remote schedule and required to report to a PNW location, will not be reimbursed for travel expenses unless prior approval has been documented in the Remote Work agreement.

University Property:

Employees using University Property at a remote work location must complete a [University Property Loan Agreement](#).

Upon termination of either employment or a remote work arrangement, all PNW property must be returned within 2 business days unless other arrangements have been made at the discretion of the supervisor.

Criteria for Home Office:

As a remote work employee, you are responsible for ensuring that the designated workspace is adequately equipped and complies with safety guidelines. Please reference [Home Office Ergonomics](#) to

help in creating a comfortable workspace. If utilizing University equipment, a [University Property Loan Agreement](#) should be completed.

Data Security Requirements for Home Office:

Per the policy [Authentication, Authorization and Access Controls \(S-13\)](#), prior to accessing PNW Information Services Resources, remote users must follow the [End User Security Guidelines](#) 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, password and 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.

For additional information regarding employee remote work guidelines and resources, please visit [Working Remotely at PNW](#).