



UWS employees may be scheduled to work at a location other than the UWS campus or an affiliated site, either on a specified schedule, or on a full-time basis. The remote location may be the employee's residence or another suitable location that fulfills the requirements in this policy. Employees working remotely rely on technology to communicate effectively with their supervisor and other employees.

This policy applies to employees working outside of a UWS campus or affiliated site for one or more days a week on a scheduled basis. The policy does not apply to temporary or occasional work arrangements related to dependent care, inclement weather, recovery from an illness, caring for an ill family member, or instances where an employee is assigned to work remotely on a temporary basis.

The employee's supervisor and the division executive administrator approve all remote schedules. The office of human resources must be notified of any approved remote work schedules. This policy creates no employee rights in relation to working remotely.

Definitions

- A. **Primary worksite** is the UWS main campus or other UWS-affiliated location.
- B. **Remote site** is the location where an employee works when not at the UWS campus.
- C. **Hybrid work schedules** are assigned to employees who work on the UWS campus or other affiliated locations for one or more days of the week, and work remotely the remainder of the time. Employees assigned a hybrid work schedule have job responsibilities requiring them to work on campus or at an affiliated site for part of their work schedule.
- D. **Remote work schedules** are assigned to employees not working on the UWS campus or at UWS-affiliated locations. An employee working remotely may be location-independent, or may work full-time from a single remote site. Employees working remotely have job responsibilities that do not require work on campus or at an affiliated site.

Requesting a Remote or Hybrid Work Schedule

Employees may be assigned a remote or hybrid work schedule upon hire, or employees may transition to a hybrid or remote schedule after hire.

To request a remote or hybrid work schedule, employees must complete a [Remote Work Application](#) and submit it to their supervisor. The application must be approved by the employee's supervisor and the division executive administrator.

A supervisor considers an employee request to transition to a hybrid or remote schedule in relation to the operational and client (student or patient) needs of the department. Hybrid or remote work must not adversely affect service to students, care of patients, employee productivity, or progress of an individual or team assignment. Remote work schedules must allow adequate regularly scheduled time for meetings and communication with other employees, students, and other university stakeholders.

The supervisor considers the overall impact of the employee's total time away from the primary worksite, including flextime, compressed workweek schedules, meetings, consultations, presentations,



and conferences. The supervisor also considers the employee's demonstrated conscientiousness, productivity, and other work performance, including self-motivation and work organization.

The supervisor responds to the employee within 30 days of receiving a request to transition to a hybrid or remote work schedule. All requests are subject to approval by the division executive administrator.

Remote Work Agreement

Employees assigned remote or hybrid schedules complete a remote work agreement that includes the employee's working hours and primary work location. The agreement specifies work expectations related to remote or hybrid work (e.g., the employee must turn on their video camera at the start of meetings and remain engaged throughout meetings), and outlines employee responsibilities for communication and accessibility. The office of human resources maintains remote work documentation in the personnel file for employees assigned hybrid and remote schedules.

Compensation and Benefits

Compensation is determined by job role. Health insurance, PTO, and other individual or group benefits are not altered by a remote working agreement.

Equipment

Employees assigned a remote work schedule are provided a \$250 stipend toward purchasing equipment (technology or other office equipment), supplies, or other related expenses. This stipend is included in gross wages and taxed accordingly. An employee may request through the business office an additional stipend of up to \$250, subject to approval by the supervisor and division executive administrator.

Equipment or supplies purchased using the remote work stipend are the property of the employee, and the employee is responsible for related maintenance and replacement costs.

Employees assigned hybrid work schedules are provided UWS-owned equipment that is essential to their job duties, such as a laptop, monitors, headsets, and video cameras (as applicable). UWS installs necessary software applications prior to issuing equipment to employees.

Employees must maintain the security and appropriate use of university equipment provided for remote work. Specifically, employees must:

- Maintain current password protection.
- Store equipment in a secure and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized, or illegal software.

Employees working remotely are required to comply with [Policy 3601 Acceptable Use of Information Systems](#).

Policy 3404 Remote and Hybrid Work Schedules

Established: 07/12/2021

Revision History:



Remote Work Conditions

To optimize employee performance while working remotely, employees must:

- Choose a quiet and distraction-free working space.
- Maintain a consistent and reliable internet connection adequate for their job responsibilities.
- Acquire and maintain equipment necessary to effectively perform their job duties, such as a suitable computer, monitor, headset, and video camera.
- Ensure the working space is clean, safe, free of any visible potentially offensive material, with adequate lighting and ventilation.
- Dedicate full attention to their job duties during working hours.
- Adhere to break and attendance schedules in compliance with employment laws for the jurisdiction in which they reside and as agreed upon with their supervisor.
- Ensure their work schedules coordinate with coworkers to effectively fulfill their job responsibilities.

Compliance with Policies

Employees working remotely must follow the employee handbook and all [UWS policies](#), as well as the following provisions specific to remote work.

- A. Communication.** While working remotely, the employee is available by telephone, e-mail, or collaboration/conferencing tools during assigned work hours. The employee and supervisor agree on expected work and project completion time, and the medium for communication.
- B. Conditions of Employment.** The conditions of employment remain the same while working remotely; wages, benefits, and leave accrual remain unchanged.
- C. Equipment.** Remote worksite furniture and equipment are provided by the employee, with the support of an initial setup stipend for employees with a remote schedule. Equipment purchased using the initial setup stipend is the property of the employee and may be used for both business and personal functions. Equipment and/or software provided by UWS at the remote site must be used exclusively by the employee and only for the purposes of conducting UWS business. Employees are responsible for secure transport and set-up of UWS-provided equipment.
- D. Equipment liability.** UWS repairs and maintains equipment provided by UWS. Equipment repairs and maintenance are conducted at the UWS campus. Surge protectors are provided by UWS and must be used with any computer or other university equipment provided to the employee. The employee is responsible for:
 - Intentional damage to the equipment;
 - Damage resulting from gross negligence by the employee or others for equipment provided by the university; and/or
 - Damage resulting from a power surge if the surge protector is not used.



UWS may pursue recovery from the employee for UWS property that is deliberately, or through negligence, damaged, destroyed, or lost while in the employee's care, custody or control. UWS does not assume liability for loss, damage, or wear of employee-owned equipment. As such, the employee is responsible for replacing any personal furniture or equipment.

- E. Dependent Care.** Hybrid or remote work is not a substitute for childcare or other dependent care. Employees must maintain childcare provisions and/or other care-giver arrangements as necessary to allow for the employee's undivided attention to work assignments.
- F. Hours of Work.** The employee's work hours are assigned by their supervisor, including specific departmental core hours and hours of remote accessibility. The work schedule must comply with jurisdictional employment regulations. The employee may be required to attend in-person job-related meetings, training sessions and conferences, as directed by their supervisor. The employee may be required to attend "short-notice" meetings via remote communication.
- G. Incidental Costs.** Unless otherwise stated in the Remote Work Agreement, all incidental costs, such as residential utility costs or cleaning services, are the responsibility of the employee.
- H. Inclement Weather.** If the primary worksite is closed due to an emergency or inclement weather, the supervisor contacts the employee working remotely. The employee may continue to work at the remote site as long as it is safe and suitable to do so. In the event of an emergency at the remote site, such as a power outage, the employee notifies their supervisor as soon as possible. Based on the location of the employee, the employee may be temporarily reassigned to another worksite.
- I. Inspections.** In case of injury, theft, loss, or tort liability related to remote work and/or UWS equipment, the employee must allow agents of UWS to investigate and/or inspect the remote site.
- J. Injuries.** The employee is covered by workers' compensation for job related injuries that occur in the designated remote work site, including an employee's residence, during the defined work period. In the case of injury occurring during the defined work period, the employee must immediately report the injury to the supervisor. Workers' compensation does not apply to non-job-related injuries that occur in the home. UWS does not assume responsibility for injury to any persons other than the employee at the remote work site.
- K. Intellectual Property.** Products, documents, and records developed while working remotely are property of UWS.
- L. Leave or Paid Time Off.** The employee must obtain supervisory approval before taking leave or paid time off in accordance with UWS policy.
- M. Network Access.** UWS supports remote work by providing network access to remote locations when feasible, at the discretion of UWS. Remote network access is gained through either VPN access on UWS equipment, or workspace.uws.edu on all other devices.
- N. Performance & Evaluations.** The supervisor and employee formulate objectives, expected results, and evaluation procedures for work completed while working remotely. The supervisor monitors and evaluates performance by placing an emphasis on work results and outcomes, rather than direct observation. The supervisor and employee meet regularly, normally at least



once every two weeks, to review the employee's ongoing work performance. Annual performance evaluations are completed for all UWS employees.

- O. Personal Business.** Employees may not perform personal business during assigned working hours.
- P. Policies.** UWS policies, rules and practices apply at the remote site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the remote work arrangement, and/or disciplinary action up to and including termination of employment.
- Q. Quality of Work.** Work must be performed according to the same high standards as would normally be expected at the campus worksite. Employees not meeting performance standards while working a hybrid schedule may be reassigned to work on campus.
- R. Questions.** Questions about the remote work program, and requests for training materials, may be directed to the office of human resources at 503-847-2557 or hr@uws.edu.
- S. Record Retention.** Products, documents, and records that are used, developed, or revised while working remotely are saved in the university document management system, and/or saved to the UWS OneDrive.
- T. Residence Work Site.** The employee work site may be at the employee's residence. The employee may not conduct business visits or meetings with professional colleagues, customers, or the public at a residence work site. Meetings with other UWS employees at a residence work site are not permitted unless approved in advance by the employee's supervisor and the division executive administrator.
- U. Security.** Security and confidentiality of information must be maintained by the employee at all worksites. Restricted access or confidential material may not be taken out of the primary worksite or accessed through a computer unless approved in advance by the supervisor. The employee is responsible to ensure that non-employees do not access university data, either in print or electronic form. If there is a known data breach, the employee must immediately notify their supervisor.
- V. Taxes.** A remote work location in the residence may not qualify as a tax deduction.
- W. Travel.** Employees working on a hybrid schedule are not paid for time or mileage involved in travel between the remote site and the campus worksite.

Related Policies: [Policy 3601 Acceptable Use of Information Systems](#)

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