



Vincennes University Remote Work Pilot Policy and Procedure

Pilot Plan

Effective October 17, 2022 through June 30, 2023, Vincennes University will be piloting a remote/hybrid work plan for eligible Support Staff and Professional Staff. This pilot will offer eligible employees who have received approval from their supervisor and division executive the option of working one day every two weeks away from their assigned duty location. VU will review the success of this pilot program to determine its effectiveness and the potential to extend and/or revise the program going forward. Because of the unique nature of faculty work, a potential plan for faculty is being considered and will be developed in consultation with representatives of the Faculty Senate, with the goal of a pilot implementation in 2023.

Objective

Remote/hybrid working allows employees to work at home, on the road, or in a satellite location in addition to working at their normal onsite location. Vincennes University considers remote/hybrid work to be a viable, flexible work option when both the employee, conditions, and the job to be performed are suited to such an arrangement. The opportunity to work remotely is not an entitlement and it in no way changes the terms and conditions of employment with VU.

Procedures

Not all positions are suitable for remote/hybrid work. Supervisors will be responsible for making informed decisions regarding when remote/hybrid work is a viable option.

Supervisors should examine staffing needs for their areas to determine if their department operations require that staff be present and onsite for the entire regularly scheduled workday, and ensure there is adequate supervision and staff coverage. Supervisors will be tasked with ensuring that any remote work arrangements maintain high quality standards for workflow, productivity, and student support.

Termination

A remote/hybrid work arrangement may be discontinued at will and at any time at the request of either the employee, supervisor, or by the University. While every effort will be made to provide 10 business days notice of such changes in order to accommodate commuting, child care, and other issues that may arise from the termination of a remote/hybrid work arrangement, termination of the agreement may occur at any time and with no notice.

Eligibility

Individuals requesting formal remote/hybrid work arrangements must be employed with Vincennes University for a minimum of 6 months of continuous, regular employment. Employees on a Performance Improvement Plan will not be eligible for remote work while the plan is in effect.

Before entering into any remote/hybrid work agreement, the supervisor will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability:** The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote work.
- **Job responsibilities:** The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote/hybrid work arrangement.
- **Equipment needs, workspace design considerations, and scheduling issues:** The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.
- **Tax and other legal implications:** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, a remote work agreement will be prepared and signed by all parties, which must then be approved by the next level of supervision and the relevant executive of that division (VP/President).

Expectations

Employees are expected to perform their work during the normally scheduled work hours when working remotely although time for breaks and lunch is allowed.

Supervisor should set specific, measurable and realistic expectations that both parties agree to. Both the employee and the supervisor must communicate openly and at a level consistent with employees working on site and in a manner and frequency that is appropriate for the job and the individuals involved.

Email, telephone, cell phone, Zoom, and face-to-face when possible are acceptable forms of meeting and communicating.

Remote work is not designed to be a replacement for appropriate child care. Prospective telecommuters are encouraged to discuss the expectations of remote/hybrid work with family members prior to entering a trial period.

Employees working remotely will be expected to:

- Have access to a computer, camera and microphone, that connect to the internet (see minimum system requirements, below)
- Attend all meetings with camera activated, except when in transit for a work-related function.
- Be available by GoogleChat
- Be reachable by phone during normal business hours

NOTE: If there are meetings, events, or other work duties that require face-to-face work, a remote work day should not be scheduled for that day.

Evaluation of telecommuter performance will be consistent with that received by employees working on site in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

Equipment and Work Environment

The university will not provide or lend equipment or office supplies to employees solely for the purpose of remote/hybrid work. Equipment supplied by the employee must meet minimum system requirements specified by VU IT:

- Intel i5 8th generation or equivalent Apple chipset
- 8 GB of RAM is recommended

- 256 GB of Storage is recommended
- Integrated WiFi or wired Ethernet
- Currently supported and up to date Operating System
- Currently supported and up to date Anti Virus protection
- Reliable broadband Internet

All employee-owned equipment will be maintained by the employee. VU accepts no responsibility for damage or repairs to non-VU equipment.

The employee will establish an appropriate work environment within his or her home for work purposes. VU will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Security

The same Data/Information Confidentiality and Security policies we observe in the workplace should also be practiced when working remotely. Consistent with the organization's expectations of information security for employees working at the office, remote/hybrid work employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, private work areas for Zoom meetings and other calls, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. While working remotely, employees are responsible for notifying the employer of such injuries as soon as practicable. VU is not liable for any injuries sustained by visitors to an employee's home or other non-VU remote work site.

Time Worked

Employees working remotely and who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Kronos. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the supervisor. Failure to comply with this requirement may result in the immediate termination of the remote/hybrid work agreement.

Benefits

There will be no change in benefits for those employees who work remotely. Employees will continue to accrue leave and are expected to report any time away due to illness or vacation on Kronos the same as if they were reporting to their normal work station.

Ad Hoc Arrangements

Additional temporary remote/hybrid work arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal remote/hybrid work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.



Vincennes University Remote/Hybrid Work Application Form

Name _____ Title _____

Department _____ Supervisor _____

Please describe how you think your job responsibilities are suited for remote/hybrid work (may attach separate document):

Please read and initial each of the following statements.

____ I have discussed remote/hybrid work options and requirements with my supervisor and understand that my application does not guarantee that I will be eligible for remote/hybrid work .

____ I have read the remote work policy and procedure and understand that it is not an entitlement and that it is not appropriate for every employee.

____ I have read and understand the expectations for performance while working remotely and the minimum equipment and system requirements necessary to perform remote work

____ I understand that the option for remote/hybrid work can be terminated at any time by Vincennes University or me.

Applicant Signature _____

Applicant Printed Name: _____

Date _____

IMMEDIATE SUPERVISOR

I have reviewed the remote/hybrid work application with the above-mentioned employee and believe this employee is ___ is not___ eligible for remote/hybrid work based on job responsibilities and performance in his or her current position.

Supervisor Date

NEXT LEVEL SUPERVISOR

I have reviewed the remote/hybrid work application with the above-mentioned employee and believe this employee is ___ is not___ eligible for remote/hybrid work based on job responsibilities and performance in his or her current position.

Next Level Supervisor Date

DIVISION EXECUTIVE

Approved _____ Denied _____

Reason:

Vice President/Provost/President Date