



Category

POLICY: 2-35 Remote Work

Approval

LT Approved:
Effective Date: 07/01/22
Revised: June 2022
Responsible Party: Vice President People & Culture

Remote work may be a viable alternative work arrangement in certain circumstances which, when properly implemented and administered, benefits both the College and the employee. The College defines remote work as "a work arrangement in which some or all of the regularly scheduled work is performed at an off-campus worksite such as the home".

WSU Tech employees are hired to work in the local Wichita area and are not authorized to perform work for the College from anywhere else without the knowledge and approval of the Vice President of People & Culture. The law of Kansas will apply to this working relationship.

When needed or requested by the college, employees must have the ability to work from a remote location such as from home, using personal or college-owned equipment. Accommodation to this requirement may be made on a case-by-case basis with discussion between the employee and their supervisor. When using personal equipment, it must meet at least minimum standards of WSU Tech regarding internet access and speed, camera, and speakers/headset.

WSU Tech may provide computer equipment to an employee working remotely depending on job duties and position held. WSU Tech will provide ONE work set-up to employees, either on campus or remote at home, but not both. Home internet service or phone services are not provided or paid for by the college, and there is no reimbursement provided for employees who use their own equipment.

To ensure that employee performance will not suffer in remote work arrangements, WSU Tech expects remote employees to:

- Maintain a quiet and distraction-free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to all work schedules agreed upon with their supervisor

Voluntary Remote Work (outside of non-emergency/pandemic situations):

Voluntary Remote Work is a work alternative that may be appropriate for some employees and some jobs, subject to approval by the President. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the basic terms and conditions of employment with the College. Employees remain obligated to comply with all College rules, policies, practices and

instructions. Failure to do so may result in the termination of the remote work agreement and/or disciplinary action, up to and including termination of employment.

The employee is expected to make visits to the on-site workplace upon request to review work and progress with supervisors or attend meetings.

Standards for Video Conferencing:

Video cameras are expected to be on so that employees can be seen while teaching or participating in internal or external work meetings. While employees are on the clock and working, grooming and attire is expected to be the same working from home as it is on campus while being seen on camera.

If experiencing technical issues with connecting to video meetings, IT help desk tickets are to be submitted to resolve the issue, and meeting host needs to be informed.

Employee photo or virtual backgrounds may be acceptable as long as they are appropriate for a work environment and do not violate any other WSU Tech policy.

Employees are to sign on using first and last name or first initial and last name. Nicknames are not appropriate for work related calls and need to be changed prior to entering the video conference.

Remote Work in Response to a declared emergency Incident:

The health and safety of our students, faculty and staff is our highest priority. WSU Tech will take all reasonable measures to ensure the safety of members of the college community during an emergency incident (such as a communicable disease in the workplace). These measures may include implementing infection controls designed to stop or slow the spread of communicable diseases or in response to an extended campus closure from a natural disaster.

Only the WSU Tech President can declare an emergency incident. In an emergency incident situation, all employees, except for mission essential personnel, may be required to work remotely from home. Mission essential employees are those who hold jobs requiring them to be physically present in the workplace as determined by the division Vice President or Executive Director. These arrangements are expected to be short term and WSU Tech will monitor guidance from local officials.

Regular leave/PTO policies and procedures will be followed for employees who are unable to physically report to the workplace as instructed or who are unable to perform any work due to illness or unwilling to work remotely during a declared emergency incident.

Reporting of Hours Worked and Benefit Usage:

Non-exempt employees performing work remotely must accurately record time worked (clock in and out) using the WSU Tech electronic timesheet system. Hours over and above scheduled hours must have supervisor approval prior to performance of the work.

If the work schedule will be partial days, PTO hours (if available) must be recorded on the timesheet to account for 8 hours per day. If no PTO is available, unpaid hours are to be recorded on the timesheet to account for 8 hours per day.

***For exempt status employees, WSU Tech will comply with Federal Wage & Hour regulations pertaining to proper/improper reduction of salary. Detailed instructions on recording work time will be given to you by People & Culture.*

Time off: The predetermined schedule as approved by a supervisor is the expectation. If the employee needs time off, normal procedures are followed to make the request. PTO will be appropriately charged in a similar manner to a non-work-at-home situation.

Standards for Remote work areas:

- Equipment provided by WSU Tech to an employee to perform work from a remote location is College owned property. The College retains control over the property and reserves the right to monitor the property even when used at a remote location.
- College-owned equipment is to be used only by the employee.
- Employees must maintain a safe work environment and avoid misuse of equipment. A signed acknowledgement of a safe remote work environment will be required by employees working remotely.
- Employees who work remotely are expected, to the best of their ability, protect the items from damage or theft, and take proper measures to secure College information, assets and systems.

Specifically, employees must:

- Keep their passwords protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from visiting untrustworthy or suspicious websites.
- Only download authorized software with prior approval.
- Keep confidential information in locked file cabinets and desks.

Worker's Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Worker's Compensation law. The employee must report any such work-related injuries to WSU Tech People & Culture by phone or email immediately or as soon as possible within 24 hours and complete a written notice of accident (employee Accident Report). See WSU Tech policy #2-26 for specific instructions. WSU Tech is not responsible for injuries or property damage unrelated to such work activities that might occur in the remote work setting.

Maintenance and repair of employee-owned equipment is the responsibility of the employee. WSU Tech is not liable for such equipment even if the employee is engaged in college work at the time of malfunction.