

Remote Work Policy

I. Purpose

This remote work policy is established to provide guidelines and procedures for staff in the College of Arts & Sciences who wish to work remotely on a regular basis (e.g., on the same day every week, or on some routine basis), taking into account differing position requirements, supervisor discretion, and the need to ensure productivity, maintain communication, and safeguard the well-being of students, faculty, and other staff. Interpretation and use of this policy must be consistent with the university Remote Work policy PER 4.24 and other relevant policies at <http://louisville.edu/policies>. This policy does not pertain to an employee's occasional request for a temporary flexible schedule, as covered in the university's policy PER-4.02 Hours of Work and Flexible Scheduling Guidelines.

II. Eligibility

Remote work may be considered for eligible A&S staff after three months of employment, taking into account their position and the nature of their responsibilities. Exceptions to this requirement may be granted by the Dean if position requirements and employee work history support early eligibility. Eligibility for remote work is at the discretion of the immediate supervisor, with Dean approval, and should be determined based on the staff member's role, performance, and the needs of the unit. Eligibility for remote work must meet all criteria below, consistent with the university Remote Work policy PER 4.24. The remote work agreement and privilege may be terminated at any time for reasons including, but not limited to, violation of this policy or any other University policy, other concerns arise such as performance issues, or that it is not in the best interest of the College of Arts and Sciences or the University.

a. The position:

01. has job functions that can be performed at a remote work site without compromising the confidentiality, efficiency, or quality of the work or disrupting the productivity of a unit;
02. does not require an employee's physical presence at the regularly assigned place of employment on a daily or routine basis;
03. allows for an employee to be as effectively supervised as if the employee performed the job functions at the regularly assigned place of employment;

04. has minimal need for in person/on-site interaction or collaboration;
 05. has an emphasis on the electronic production and/or exchange of information by means of computers, scanners or phones;
 06. involves quantifiable work product; and
 07. has minimal or flexible need for specialized materials or equipment available only at the regularly assigned place of employment.
- b. The Employee:
01. has thorough knowledge and understanding of their job duties and the equipment required for the remote work arrangement;
 02. has access to a remote work site that is safe from hazards and free from interruptions that interfere with the employee's ability to perform assigned job duties; and
 03. has appropriate safeguards to protect all sensitive and confidential information in accordance with the university's information security and technology policies.

III. Forms and Procedures

a. Combined UofL and A&S Remote Work Agreement

The A&S Remote Work Agreement must be completed. The A&S Remote Work Agreement will specify (1) the remote work schedule; (2) the plan and expectations for communication, remote work, and remote supervision; (3) any potential impact on students, faculty, and other staff; (4) how any potential impact on students, faculty, and staff will be mitigated; (5) the agreement duration (up to a full academic term, i.e., fall semester, spring semester, or summer); and (6) a day each week that all staff in the employee's unit will be on-site.

These forms should be signed by the employee, the employee's immediate supervisor, and the Dean and provided to A&S Human Resources for documentation and storage. A new formal remote work agreement must be established if the staff member and supervisor wish to extend the remote work agreement beyond the contracted period. For continuation of remote work agreements, both the employee and supervisor must also complete item IV of the A&S remote work agreement, to evaluate the success of the previous remote work arrangement, note any negative impacts that occurred during the previous agreement period, and describe plans for improvement or refinement of the work agreement.

Remote work may not be taken when full and uninterrupted work completion cannot be assured. Please consult with A&S Human Resources (ashumres@louisville.edu) about FMLA benefits, requirements, and process.

All aspects of the university Remote Work policy PER 4.24 must be followed. As such, the employee must confirm that they will complete their work during predetermined working hours and that their work will not be interrupted by the off-campus working environment. The employee must be in the office for mandatory in-person meetings. Remote work does not release employees from the obligation to follow all rules, policies, and procedures of the university and college.

IV. Supervisor Responsibilities

Supervisors are accountable for the operations and services of their area and for the adequate supervision of staff. Supervisors must ensure that they have the capacity to supervise staff remotely, and that the employee has the necessary resources to effectively perform their job responsibilities from a remote location.

Each unit (department, center, or office) should determine at least one day per week when all staff will be required to work in person. This ensures ongoing collaboration and team building and maintains the sense of community within the unit.

Supervisors must develop an appropriate system of communication with remote staff to ensure that work is completed within expectations and does not negatively impact students, faculty, or other staff. If an employee is the primary in-person contact for department or unit visitors, an alternate contact (this can be faculty or staff) from the same unit (department or center) must be posted and available for in-person visitors on all days when the university is open for business. Likewise, if an employee is the primary supervisor of student workers and other temporary employees, an alternative supervisor (either faculty or staff) from the same unit must be available to provide in-person supervision. Given the centrality of student support to our department, university, and college missions, and the goal to advance staff equity, supervisors in these situations are encouraged to consult with the Dean's office in determining alternate contacts.

Supervisors have the discretion to terminate a remote work agreement if it is not in the best interest of the university, the unit, or the staff member. If regular assessments indicate concerns with remote work performance and its impact on the unit, the supervisor must provide notice to the employee with 15 university business days before terminating the remote work agreement, consistent with PER 4.24.

V. Review and Revisions

This remote work policy will be reviewed periodically and may be revised as needed to accommodate changing circumstances and needs.

Any questions or requests for clarification about remote work should contact A&S Human Resources (ashumres@louisville.edu) for guidance and support.