



## Welcome to our HRtalks session!

### Just a few reminders before we begin:

- Please be sure to mute your microphone and turn off your camera
- This session will be recorded and included on our HRtalks webpage following the presentation
- Please hold questions until the end of the presentation using the chat box feature
- We will try our best to get every question answered, but due to time and individual circumstances, there may be questions that will need to be answered offline

# Remote Work Policy

**HR** *talks*

UNIVERSITY OF  
**LOUISVILLE**<sup>®</sup>



## **Strategic Plan**

The University of Louisville is a great place to work because it is a workplace dedicated to personal growth and professional development. We accomplish this by fostering a culture where faculty, staff and administration uphold our institutional values.

### **Strategy W1. A5**

Ensure employees are provided an adequate and safe workplace and maintain a healthy work/life balance by improving policies and training leaders to maximize employee potential.

## Position Eligibility

- 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
- does not require an employee's physical presence at the regularly assigned place of employment on a daily or routine basis
- allows for an employee to be as effectively supervised as if the employee performed the job functions at the regularly assigned place of employment

## Position Eligibility continued

- has minimal need for in person/on-site interaction or collaboration
- has an emphasis on the electronic production and/or exchange of information by means of computers, scanners or phones
- involves quantifiable work product
- has minimal or flexible need for specialized materials or equipment available only at the regularly assigned place of employment

## Employee Eligibility

- has thorough knowledge and understanding of their job duties and the equipment required for the remote work arrangement
- 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
- has appropriate safeguards to protect all sensitive and confidential information in accordance with the university's information security and technology policies

## Remote Work Terms and Conditions

- The remote work site is safe from hazards and the environment is conducive for the employee to perform assigned job duties
- The remote work site is appropriately equipped for the employee to perform assigned job duties
- The remote work site is secure and has appropriate safeguards to protect all sensitive and confidential information in accordance with the university's information security and technology policies
- The employee is responsible for any auto accidents that occur while driving their personal vehicle for university business in accordance with the university's Vehicle Use policy
- The employee will remain accessible during the remote work schedule

## Remote Work Terms and Conditions continued

- The employee will check in with the supervisor to discuss status and open issues
- The employee will be available for teleconferences, scheduled on an as-needed basis
- The employee will be available to come into the office if a business need arises, with reasonable notice (e.g. schedule appointments, printing, check mail, etc.)
- The employee will request supervisor approval in advance of working any overtime hours (if employee is non-exempt)
- The employee will request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the employee's regularly assigned place of employment



## Equipment and Supplies Terms and Conditions

- The employee is responsible for identifying all university equipment and supplies (office, hardware, software, and communications) needed and to be used to perform job duties at the remote work site
- If the purchase of university equipment and supplies are necessary for use at a remote work site, the purchase(s) must be pre-approved by the supervisor and in accordance with university policy
- The university will not reimburse the employee for any expenses directly related to working from home (e.g. utilities, internet, telephone, insurance, personalized computer equipment) associated with the use of the employee's residence for remote work arrangements

## Equipment and Supplies Terms and Conditions continued

- Only university approved software shall be used for connecting with the university's network from the remote work site
- The employee is responsible for safeguarding all equipment and software used at the remote work site and accept financial responsibility for such equipment or software that is lost, stolen, or damaged because of the employee's negligence, misuse or abuse
- Equipment and software must have all protective security and technology safeguards in place and be compliant with university policies and procedures
- The employee is responsible for returning all university equipment, supplies, materials, records and other work-related documents to the department, promptly upon receipt of a written notice request or at the termination of their Agreement or immediately at the termination of the employee's university employment

## Agreement

- The employee's signature on the Agreement serves as confirmation that the following terms and conditions have been met and will be maintained throughout the duration of the agreement
- A Remote Work Arrangement and Equipment Maintenance Agreement (Agreement) must be completed and signed by the employee, the employee's supervisor, and the employee's second line supervisor, prior to the employee working from a remote location

## Due Process

- The employee's supervisor, in agreement with the employee's second line supervisor, has the authority and discretion to approve or deny such arrangements based on the nature of the employee's work assignments, employee's performance and other business considerations. All denials will be provided to the VP, dean, or vice provost for their review and consideration. The VP, dean, vice provost's decision is final.
- In accordance with Grievances PER 5.03, employees may not appeal a decision to deny such requests.

## University Record & Data Maintenance

- The employee will maintain university records and data, in a safe, secure, and orderly manner as defined by the department and in accordance with university records retention and management policies and procedures and information security policies and procedures
- The employee agrees to report all incidents of unauthorized access of university records or data to the employee's supervisor and to the Information Security Office at [isopol@louisville.edu](mailto:isopol@louisville.edu) immediately
- If employees are responsible for or have access to sensitive information (such as HIPAA, FERPA, PII, PHI, etc.), they are required to use university issued computers and follow all university policies as related to sensitive information. Support and information on working remotely is available from ITS at <https://louisville.edu/its/tech-support/working-remotely>

## Employee Work Schedule, Location & Availability

- A remote work arrangement does not necessarily alter the employee's scheduled work hours. The employee's work schedule and location shall be approved by the supervisor and outlined in the Agreement
- The employee must be available for communication and contact during their normally scheduled work hours, as they would be if working at their regularly assigned place of employment
- The employee and their supervisor must agree on how their communications will be managed. During the agreed upon work schedule, it is expected that the employee is available for contact by phone, email, and other university approved collaboration tool (e.g., Teams)
- The employee is expected to report to their regularly assigned place of employment as agreed upon with their supervisor and as indicated in the Agreement. Additionally, when operational needs require, an employee must report to the regularly assigned place of employment upon the supervisor's request. The supervisor must give the employee as much advance notice as feasible under the circumstances presented



## Timekeeping & Leave

- The employee must follow all university policies and procedures related to timekeeping and leave. Deans, directors, and departments heads must maintain all timekeeping and leave records for the employee

## Liability

- The university assumes no liability for injury or illness at the remote work site of persons who would not normally be in the work area if the duties were being performed at the regularly assigned place of employment. An employee who suffers from injury or illness while working at a remote work site must notify their supervisor immediately and complete all requested Workers' Compensation documents. Workers' Compensation benefits apply to injuries and illness arising out of and in the course and scope of employment
- The university will not be liable for damages to employee-owned equipment being used at remote work site or resulting from a remote work arrangement. The university will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, internet, telephone, insurance) associated with the use of the employee's remote work site for remote work arrangements
- When an employee's remote work site is located in a state outside of Kentucky, the employee is responsible for notifying the University's Payroll Department at 502-852-2978 of such arrangements that relate to working in another state. The employee is responsible for any income tax implications related to the employee's remote work arrangement. The university will not provide tax guidance or assume any tax liabilities relating to such arrangement on the employee's behalf



## Termination of Agreement

The Agreement will remain in effect unless terminated in accordance with the criteria set forth in this policy.

- The employee may request for their Agreement to be terminated and must provide written notice to their supervisor fifteen (15) university business days prior to the requested date of termination
- The employee's supervisor reserves the right to terminate the Agreement within fifteen (15) university business days if the employee's supervisor, in agreement with the employee's second line supervisor, determines that the remote work arrangement is no longer in the best interest of the university
- When the Agreement is terminated, the employee must promptly return all university property, supplies, and documentation (equipment, software, paper, notepads, pens/pencils, notes, data, reference materials, sketches, drawings, memoranda, reports, records, etc.) in the employee's possession or control. When the Agreement is terminated, the supervisor must advise the employee of the date and location of their return



## Compliance

- Employees who violate this policy will be subject to disciplinary action, up to and including immediate termination of the employee's remote work arrangement and associated Agreement and/or termination of employment
- Individuals may report violations of this policy to Employee Relations and Compliance at [emrelate@louisville.edu](mailto:emrelate@louisville.edu), to the University Integrity and Compliance Office at [compliance@louisville.edu](mailto:compliance@louisville.edu) or anonymously to the University's Compliance and Ethics Hotline by [submitting an online report](#) or calling the toll-free number 877-852-1167



## Procedures – Employee

*The employee must complete the following steps to initiate and have a university position considered for a remote work arrangement:*

- Read the university Remote Work policy, PER 4.24
- Read and sign the Remote Work Arrangement and Equipment Maintenance Agreement
- Submit the completed Agreement to immediate supervisor for review



# Remote Work Arrangement and Equipment Maintenance Agreement

## UL Remote Work Arrangement & Equipment Maintenance Agreement

### I. General Remote Work Arrangement

- This Remote Work Arrangement and Equipment Maintenance Agreement ("Agreement") between [redacted] ("department") and [redacted] ("employee") of the University of Louisville ("University") establishes the terms and conditions for performing work at an alternate work site on a regular basis (e.g., on the same day every week, or on some routine basis).
- This Agreement begins on [redacted] and continues until [redacted] and may be renewed if determined beneficial to the University. This Agreement may be modified or canceled in accordance with the terms and conditions of the Remote Work policy.
- The following conditions apply:
  - The employee's remote work schedule is [specify days and hours. If it varies, please include those details].

Days and Hours at Remote Work Site	Physical Address of Remote Work Site

Days and Hours at Uofl Location	Physical Address of Uofl Location

Additional Modifications/Information:  
 [redacted]

- In the event the employee moves, the employee is responsible for notifying the supervisor to request a modification to the existing Agreement and ensure that all applicable personnel and state tax related forms with the University are completed.
  - The employee's regular remote work site phone number is [redacted].
- The parties acknowledge that this Agreement will be evaluated on an ongoing basis to ensure that the employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement.

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### II. Equipment Inventory Log at Remote Work Site

Equipment Type	Serial or Bar Code

Notify Inventory Control contact info [redacted]

### III. Employee Attestation

The employee must comply with all terms and conditions outlined in the Remote Work policy PER 4.24 and this Agreement. Failure of the employee to comply with these terms and conditions will result in the termination of such Agreement and may result in other disciplinary action up to and including termination of employment.

I certify the remote work schedule listed in 3a. above accurately reflects the days and hours that I work at the remote work site and the physical location of the remote work site. I certify that the equipment listed in the Inventory Log of section II above has been issued to me by the University and received in good working condition.

I have read, understand, and will comply with all terms and conditions of and related to the Remote work policy PER 4.24 and this Agreement. I hereby affirm by my signature that I have read the Remote Work policy PER-xxx and this Agreement and understand and agree to abide by all applicable University policies and procedures and provisions of this Agreement.

[redacted]  
 Employee Name and Title (printed)  
 [redacted]  
 Employee Signature  
 [redacted] Date Signed

### IV. Department Determination

- Approve
- Approve with Changes (explain):
- Not Approved (explain):

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[redacted]  
 Supervisor Name (printed)  
 [redacted]  
 Supervisor Signature  
 [redacted] Date Signed

[redacted]  
 Second Line Supervisor Name  
 [redacted]  
 Second Line Supervisor Signature  
 [redacted] Date Signed

VP, Dean or Vice Provost signature is only required if initial request is not approved by supervisors. VP, Dean or Vice Provost decision is final.

- Approve
- Approve with Changes (explain):
- Not Approved (explain):

[redacted]  
 VP, Dean, Vice Provost Name  
 [redacted]  
 VP, Dean, Vice Provost Signature  
 [redacted] Date Signed

File and retain a copy of the signed Agreement within the department throughout the duration of employee's employment. The employee and the supervisor should also keep a copy of this Agreement for future reference.

Last updated 4/20/2021



## Employee Expectations

- be available and on call for communication and contact during their scheduled work hours
- be available to interact with UofL community/customers during normal working hours
- track all hours worked and meal breaks (if non-exempt)
- request supervisor approval in advance for any overtime hours (if non-exempt)
- be able to periodically report to their worksite (if appropriate and necessary, e.g. to print paychecks, check mail, in-person appointments or meetings)
- safeguard UofL issued equipment, as well as sensitive and confidential information
- not take procurement cards or university issued credit cards home
- not make any purchases without pre-approval from their supervisor (e.g. office supplies, software, etc.)
- request supervisor approval to use any sick, vacation or other leave in the same manner as if working onsite
- contact their supervisor if they have a work-related injury while working remotely (supervisor must follow process to submit required )
- use university issued devices for business related purposes only



## Technology Expectations

In most cases, working remotely will require the use of a computer. UofL issued computers are recommended when available over personal devices. However, if the employee is responsible for sensitive information (such as HIPAA, FERPA, PII, PHI, etc.), they will be required to use university computers or have remote access to their personal device established by ITS. Support and information on working remotely is available from ITS here. Any questions about device security should be directed to ITS Helpdesk at (502) 852-7997.



## Return to Campus Plan

**Phase 1:** During the month of May, HR will provide a series of supervisor and employee HRtalks training sessions to review the Remote Work Policy and Remote Work Agreement

**Phase 2:** On June 1, the new Remote Work Policy will be released. During the month of June, VPs, deans and vice provosts will provide departmental guidance to employees regarding their remote work options, as applicable. *Additionally, the Employee Success Center (ESC) will offer sessions during June that provide support and guidance to supervisors and employees*

**Phase 3:** Starting July 1, employees with student-service positions and positions identified as requiring an on-campus presence, in whole or part, should begin shifting their schedule to gradually and primarily work on campus based on direction provided by supervisors

**Phase 4:** By August 1, all remote work requests should be finalized and all employees with student-service positions and positions identified as requiring an on-campus presence, in whole or part, should be consistently following the work schedules determined by supervisors



## **Remote Work policy, agreement, and process questions**

Shelley Dunn: (502) 852-0037

Christina Reed: (502) 852-1948

[hrbpsvcs@louisville.edu](mailto:hrbpsvcs@louisville.edu)

## **Timesheet questions**

UofL Business Operations

(502) 852-7549

[businessops@louisville.edu](mailto:businessops@louisville.edu)

**\*For departmental return to campus plan questions, contact your immediate supervisor**



# Thank you for joining us!

For more HRtalks or HRlistens, visit  
<http://louisville.edu/hr/hrtalks-hrlistens>

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