



# California Health Sciences University

UNIVERSITY

## REMOTE WORK POLICY

### **PURPOSE**

The purpose of this policy is to provide expectations, requirements, and guidelines applicable to remote work arrangements. The Remote Work Policy does not guarantee employees the ability to work remotely.

Not all positions or employees will be suitable or eligible for remote work. As such, remote work approval for any employee may be approved or withdrawn on a case-by-case basis, at any time. This Policy, or any portion of this Policy, may be rescinded or modified at any time.

### **SCOPE**

This Policy is applicable to full-time employees who are in good standing and whose duties and responsibilities are deemed suitable for remote work by their supervisor and their next-level supervisor.

### **POLICY STATEMENT**

CHSU permits certain employees to work remotely. The University has established this Policy to identify the requirements for eligibility to work remotely and the situations in which the privilege can be modified or revoked. Requests for approval to work remotely are considered on a case-by-case basis and, if approved, the remote work may be defined and limited based on the individual department's needs or a supervisor's preferences for in-office work. Exceptions may be made based on specific situations (e.g., request for accommodations, extenuating circumstances, department-specific schedules), and job duties.

### **DEFINITIONS**

**Remote Work:** an ongoing, voluntary work arrangement in which an employee works off or outside University property while still being responsible for all of their job duties.



## **RELATED INFORMATION AND PROCEDURES**

- A. General office hours are 8:00 a.m. to 5:00 p.m. Full-time employees are expected to work an eight-hour day. (See CHSU Work Hours and Attendance policy found [here](#).)
- B. Employees are expected to be at their work area on time and working in accordance with the standard work schedule unless other arrangements have been made with their supervisor.
- C. Remote Work is not feasible for all position and/or employees. The job responsibilities of the employee, as determined by their Manager/Supervisor, must be of a nature in which face-to-face interaction with members of the campus community is minimal or may be scheduled to permit remote work.

## **RESPONSIBILITIES**

### **A. Requirements for Approval**

- a. No employee is entitled to participate in the University's Remote Work program. Remote Work is voluntary and approved by the employee's Manager/Supervisor and next-level supervisor.
- b. Unless there is an agreement as to a Remote Work arrangement at the time of initial employment or a Remote Work arrangement is necessary due to an employee's disability, the employee must meet the following criteria to be eligible for Remote Work:
  - i. Must have been employed at CHSU for at least six months in a full-time position.
  - ii. Must meet IT requirements for remote work (e.g., high-speed internet access, confidential workspace, appropriate furniture, working environment, ergonomics, approved location, etc.).
  - iii. Must be accessible during general office hours (e.g., 8:00 a.m. to 5:00 p.m., with designated meal breaks and rest periods, based on the employee's schedule) by regular department and University communication methods (e.g., email, Teams, phone).



**B. Compliance.** If approved for Remote Work, employees must comply with the following requirements:

- a. The employee may work remotely only one day per week. That day must be agreed upon in advance with the employee's Manager/Supervisor.
- b. The employee may not work remotely on a day when they have a regularly scheduled department, committee, or supervisor meeting unless approved by their supervisor.
- c. The employee may not work remotely on a day that requires face-to-face student interactions, presentations, or other engagements that require in-person attendance.
- d. The employee may not work remotely when attendance is expected at CHSU all-campus or all-employee events (e.g., workshops, retreats, celebrations, ceremonies, etc.)
- e. The individual's Manager/Supervisor will set accountability measures which must be adhered to while working remotely:
  - i. Responsibilities of the position are completed without causing disruption or delay to employee performance and deliverables
  - ii. Efficiency, productivity, timeliness, meeting attendance, and the level of service are maintained
  - iii. Meet the needs and schedules of other collaborating departments
  - iv. Does not require onsite, in-person supervision

If an employee does not meet the accountability measures, the Manager/Supervisor in consultation with the next level manager and the Vice President for Human Resources, will determine if the Remote Work arrangement should continue and/or if other disciplinary action up to and including termination of employment is appropriate.

- f. On a case-by-case basis, the employee may be required to promptly return from their remote work location to campus for on-site work requirements

**C. Performance Standards**

- a. Employees who work remotely are expected to meet the same standards for performance and professionalism (regarding job responsibilities, work productivity, communication, and interaction with members of the campus community) as when they were working on-site at the University.



- b. The opportunity to work remotely may be revoked on a case-by-case basis if any of the following occur:
  - i. Frequent occurrences of co-workers and/or students not being able to access employees or departments
  - ii. Employee does not complete work/tasks in a reasonable time on days working remotely and/or there is a consistent failure to meet deadlines
  - iii. Employee is found to be using the remote work hours for their own personal business or errands
  - iv. Multiple instances of failure to attend required department, committee, or supervisor meetings
  - v. The University's or the Department's or the Employee's Supervisor's needs change so that remote work is prohibited
  - vi. Employees are found to have abused the remote work privilege

#### **D. Department Requirements**

- a. Academic departments must have a minimum of 50% of the department employees on site every business day unless otherwise approved by their Manager/Supervisor
- b. Non-academic departments should have at least one person on site every business day unless otherwise approved by their Manager/Supervisor
- c. Departments should ensure that employees working remotely have access to host or attend video meetings
- d. The Manager/Supervisor for employees who work remotely should evaluate each department member's remote work at least once during the first six months of remote work and at least every year thereafter.

#### **E. Employee Remote Work Procedures**

- a. University Policies & Procedures: All CHSU policies and procedures are applicable regardless of whether the employee is working remotely. Contracted employees are still subject to the terms and conditions of their written employment agreements.
- b. Hourly Employees: If the employee is an hourly worker, they must continue to clock in and out for their shift (including for meal periods) and must continue to take appropriate rest breaks and meal periods when working remotely. Off-the-clock work



is not permitted. Overtime work must be authorized in writing by the employee's supervisor in advance.

- c. Communication: All employees must communicate and collaborate regularly with their supervisors, co-workers, and other departments on campus consistent with what has been typically required for their job duties. Employees should use the University's internet and communications platforms, including email, Office 365 applications, videoconferencing, or teleconferencing, to achieve these goals.

#### **F. Equipment and Designated Workspace**

Employees are responsible for assuring that their remote worksites comply with health and safety requirements. If any specific equipment, furniture, utility charge or internet access is needed to perform their duties, it is the responsibility of the employee to procure/arrange the necessary resources at the employee's sole expense.

- a. The University will provide any software required for the participating employee to perform their work duties. The participating employee agrees to comply with any licensing regulations and restrictions for all software under license to the CSU and campus.
- b. Any maintenance of campus-supplied Information Technology equipment for remote work, including but not limited to hardware upgrades and software installation, must be performed by University IT personnel at CHSU. Employees must bring the University equipment to CHSU for such maintenance. The University will repair or replace any damaged or lost campus equipment, at its sole discretion.
- c. All employees must conduct University business on a University laptop or other University device (rather than on their personal equipment or a third-party's equipment), except in emergencies.
- d. In order to protect the integrity of the campus network, all employees must access the University's technology platforms through Virtual Private Network ("VPN"). To request access to the VPN, employees should contact IT and ensure their remote site has usable network speeds (i.e., high speed internet access).
- e. The campus cannot safeguard off-site locations. Employees working remotely are responsible for University-issued equipment. The participating employee is advised to



contact their insurance agent for information regarding insurance coverage for University equipment entrusted to them for use at non-campus work sites.

G. **Technical Support** Regular University help desk support will be provided and available to remote employees to the same extent as it is provided to all employees. Participating employees are required to bring University-owned equipment to campus if necessary. University-owned assets shall not be serviced anywhere other than by University IT. The University will not provide technical support for non-campus equipment.

H. **Restricted-Access Materials** Remote employees are not authorized to and shall not copy, place on another computer, or delete restricted-access materials that are at the University on-site work location or accessed through the computer, unless approved in advance in writing by the President, College Dean, or other designated administration and the University Executive Director of IT.

I. **Information Security**

a. Work performed on behalf of the University from the remote employee's off-site workplace is official University business. All records, documents, and correspondence (either on paper or in electronic form) must be provided to the University upon request. The remote employee shall protect University information from unauthorized disclosure or damage and will comply with federal, state, and University and college rules, policies, and procedures.

b. Release or destruction of records should be done only following University records retention policy and procedure, and with the approval of the University.

J. **Indemnity Waiver.** The University shall have no responsibility for any private property that is used, lost, or damaged as a result of or in the course of remote work with the exception of damage caused by University-owned equipment that has been documented as defective and documented as having caused the damage at issue.

K. **Right to Inspect; Off-Site Maintenance Costs**

a. The University is not responsible for operating costs, home maintenance, property or liability insurance, or other expenses (utilities, cleaning services, etc.) associated with remote work, or the remote work site.



b. The participating employee is responsible for ensuring that safe working conditions exist. Consequently, if an alleged work-related injury occurs, the University shall have the right to conduct an on-site inspection of any Telecommuting Site, with advance written notice or at other mutually agreed-upon times.

L. **Exceptions.** Details of Remote Work arrangements may vary depending on the reasons for the Remote Work arrangement, the nature of the work to be performed remotely, or other factors. An employee's supervisor, in consultation with the Vice President for Human Resources and the next-level supervisor may determine that an exception to one or more of the requirements or conditions for a Remote Work arrangement set out in this Policy is appropriate or that an Exception to other provisions of this Policy is appropriate. Any exceptions must be documented in writing signed by the employee, the next-level supervisor, and the Vice President for Human Resources.

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## **RESPONSIBILITIES**

A. Office of Human Resources is responsible for overseeing this policy.

## **HISTORY (R\*)**

Approval Date:

09.18.2024

Revision Date(s):

Reviewed Date(s):

09.11.2024

## **RACI**

**R:** Office of Human Resources

**A:** Office of Human Resources; Deans

**C:** Office of Legal Affairs, CFO, and Deans

**I:** CHSU Community