

Wartburg College Remote Work Policy and Procedures

As a residential college, Wartburg College creates its community in Waverly, Iowa. The baseline expectation for faculty and staff is to be physically present on the Waverly campus. For faculty policies related to distance or remote education, contact the Dean of Faculty.

Objective

Remote work allows an employee to work at home or in a satellite location for all or part of their regular workweek. Remote work is an alternative that may be appropriate for some employees and some positions. It is not an entitlement; it is not college-wide benefit; and it does not change the terms and conditions of employment with Wartburg College.

Procedures/Guidelines

Learning and working in community are central to the mission of Wartburg College. Remote work is a privilege and such requests will only be granted when they meet the operational needs of Wartburg College.

Remote work can be informal, such as working from home for a short-term project or on the road during business travel, or formal, involving a set schedule of working away from the office as described below. Either an employee or a supervisor can suggest remote work as a possible work arrangement. See section entitled Informal Work Arrangements for more information.

An eligible employee who wishes to establish a formal remote work schedule should submit a written request to their supervisor, appropriate cabinet member (i.e. vice president or the president), and director of human resources explaining the reason for the request, the desired remote work arrangement, and the expected impact on the College.

The supervisor, appropriate cabinet member, and director of human resources will review the request and determine whether it will be approved. In making the determination, they will consider:

- Job responsibilities (the employee's ability to carry out current job duties and expectations)
- Office environment (the effect of the arrangement on co-workers and students)
- Job performance
- Equipment needs
- Reason for the request

The appropriate cabinet member and the director of human resources both must approve the request. Human Resources and Payroll are required to set up appropriate workers' compensation, unemployment, and tax reporting requirements for the remote site. Currently, Wartburg College is only set up to withhold in the following states: Colorado, Illinois, Iowa, and Minnesota. A remote work arrangement cannot begin until all these administrative requirements have been addressed.

Any remote work arrangement made will be on a trial basis and may be discontinued at any time at the request of either the employee or Wartburg College. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of the remote work arrangement.

If the remote location is a condition of employment, travel to and from the College will be reimbursed per Wartburg's reimbursement policies. If the remote location is not a condition of employment, travel to and from the College from a remote location will not be reimbursed. All other expense reimbursement must follow normal College policy.

In addition to the requirements included in this policy, a department may attach additional requirements as an addendum.

Eligibility

Individuals requesting formal remote work arrangements must have been employed with Wartburg College for a minimum of 12 months of continuous, regular employment and must have had a satisfactory performance record.

If the employee and supervisor agree, and the appropriate cabinet member and human resources concur, a draft remote work agreement will be prepared and signed by all parties, and a trial period will commence.

Evaluation of remote work performance during the trial period will include regular interaction by phone, video conference, and/or email between the employee and the supervisor, and face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will complete an evaluation of the arrangement and make recommendations for continuance, modifications, or termination of the arrangement. Evaluation of remote work performance beyond the trial period will be consistent with that received by employees working on the Waverly campus.

An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process. After conclusion of the trial period, the supervisor and employee will communicate at a level consistent with employees working at the Waverly campus or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

Wartburg College will determine, with information supplied by the employee and supervisor, the appropriate equipment needs (including hardware, software, phone lines, internet connection, photocopiers, shredders, and other office equipment) for each remote work arrangement. Information Technology Services (ITS) will serve as a resource in this matter. Wartburg College will maintain equipment supplied by the College. The employee will maintain equipment supplied by the employee, if deemed appropriate. Wartburg College accepts no responsibility for damage or repairs to employee-owned equipment and reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by Wartburg College is to be used for College purposes only, as defined by ITS policies.

The employee will establish an appropriate work environment for work purposes. Wartburg College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, or for repairs or modifications to the home office space. The employee must disclose to human resources the address for the primary work when working remotely. The employee must promptly notify human resources if the address or designated location changes.

At the conclusion of the remote work arrangement, the employee is responsible for returning College-owned property, equipment, work files, or other College records to the supervisor.

Security

Consistent with Wartburg's expectations of information security for employees working on the Waverly campus, remote employees are expected to ensure the protection of proprietary College and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Health and 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 regular work duties are normally covered by the College's workers' compensation policy. If the employee suffers a work-related injury while working remotely, human resources must be notified promptly. All necessary steps to report the injury must be followed. Since the workplace and home may be the same, workers' compensation will not

apply to non-job-related injuries that may occur in the home. The College is not liable for any injuries to family members, visitors, or others in the employee's home worksite.

Remote work is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting the College's operational needs.

Time Worked

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Wartburg's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

The employee must remain accessible during designated work hours. The regular work schedule while working remotely will match those of the department unless other arrangements have been made with the supervisor.

Institutional and office culture is important in a team environment. The employee will participate in campus meetings as requested. Remote access to some meetings may be approved by the supervisor.

Informal Work Arrangements

Temporary remote work arrangements may be approved by the employee's supervisor 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. The supervisor should inform the appropriate Cabinet member of the informal arrangement.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal remote work arrangements are made on a case-by-case basis, focusing first on the operational needs of the College.

Remote Work Statement

A signed copy of the remote work statement of expectations will be kept in the employee's personnel file in Human Resources.

Wartburg College
Remote Work Statement of Expectations

Employee's Name: _____

Employee ID: _____

Beginning date of scheduled remote work: _____

Ending date of scheduled remote work (if applicable): _____

Remote Work Schedule:

- _____ Ad-Hoc or Infrequent
- _____ 1 day/week
- _____ 2 days/week
- _____ 3 days/week
- _____ 4 days/week
- _____ 5 days/week

Description of planned remote work schedule:

I fully understand the terms of the remote work arrangements as outlined above. I understand that my supervisor may discontinue my participation at any time for any business reason. These include but are not limited to:

1. A change in College needs.
2. A determination by my supervisor that remote work is not in the best interests of the College.
3. The quality of my work/job performance is declining or not meeting expectations.
4. Failure to abide by the remote work policies.

At the conclusion of the agreement, I agree that I am responsible for returning all College property, equipment, and work files or other College records to my supervisor immediately.

Employee signature and date _____

Supervisor signature and date _____

Cabinet member signature and date _____

HR signature and date _____