

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 5.000
<b>5.029 Remote Working</b>	<b>Human Resources</b>

**Policy Statement.** The University recognizes the value of remote work options to staff and the University. Remote working is a viable option when individual circumstances and job characteristics are suitable for such an arrangement.

**Application of Policy.** This policy applies to all regular staff employees.

**Definitions.**

1. **Off-Site Location.** A place where an employee may conduct official university business other than the employee’s regular or assigned temporary place of employment.
2. **Regular Staff Member.** An employee, other than a faculty employee, who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
3. **Remote Work.** An approved work arrangement where an employee spends most or all or his/her regular working hours at a location other than the employee’s regular or assigned duty point/place of employment.

**PROCEDURES AND RESPONSIBILITIES.**

**1. Regular Work Location.**

An employee shall, during normal office hours, conduct university business only at the employee’s regular place of business or assigned duty point unless the employee is on travel status or has received prior authorization from the unit vice president for remote working. In no event shall an employee’s personal residence be deemed to be that employee’s regular place of business or assigned duty point without the written authorization of the President.

**Responsible Party:** Employees

## **2. Remote Working.**

Under extraordinary circumstances, employees may request to work at an off-site location on an occasional basis. Requests for a remote working arrangement must be approved in advance by the unit vice president. Such arrangements are not an employee right. Departments are not required to offer or grant remote working arrangements and permission to work remotely may be revoked by the university at any time and for any reason, without prior notice. In addition, not all jobs are conducive to a remote working arrangement. The department head is solely responsible for determining which employee(s) are in jobs suitable for remote working arrangements.

While remote working arrangements do not have to be available to all positions in a department, department heads are responsible for ensuring the fair and equitable administration of this policy to eligible employees.

The remote working arrangement may be terminated at any time.

Responsible Party: Vice Presidents

## **3. Security of University Records and Equipment.**

Employees working at an off-site location are responsible for properly safeguarding all university data, records, software, equipment, and supplies from unauthorized disclosure, loss, destruction, or damage. Employees are responsible for complying with all university policies and procedures regarding the security of university records.

Responsible Party: Employees

## **4. Employment Conditions.**

- i. All university policies and departmental work rules apply when employees work from an off-site location.
- ii. The employee's duties, responsibilities, condition of employment, salary and benefits shall be unaffected by remote working arrangements.

- iii. All work hours, leave usage, overtime compensation (if applicable), and accumulation of state compensatory time off for work performed at a location other than the employee's regular or temporarily assigned place of employment, shall conform to university policies.
- iv. Employees are prohibited from conducting in-person meetings at a place of residence when authorized to work at an off-site location under this policy unless approved, in writing, by their immediate supervisor.

Responsible Party: Vice Presidents; Immediate Supervisor

## **5. Worker's Compensation and Employee Liability**

Employees are responsible for maintaining a safe work area when working in their homes as authorized under this policy. Employees may not be covered under the university's workers' compensation insurance if injured in a residence during work hours and while performing activities in the course and scope of employment due to unsafe work conditions caused by the act or omission of the employee. Employees who are injured while working outside their regular or temporary assigned work area without prior approval, or who are injured while conducting personal business after receiving approval to work in a remote location, will not be eligible for worker's compensation insurance. The University is not liable for property damage or loss or personal injury to family members, visitors or other that may occur in a residence.

Responsible Party: Employee and Human Resources

## **References and Cross-references.**

Texas Government Code, Sections 658.010 and 659.018.

Texas Labor Code, Section 401.011

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