I. Policy

This policy outlines the guidelines where employment at a remote location may be deemed as a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement in the best interest of the College.

II. Purpose

The purpose of this policy is to establish consistent guidelines and criteria to be used to determine, review, and manage employment at a remote location.

III. Scope

This policy applies to exempt staff.

The President of the College must have final approval of all remote work arrangements.

Remote employment allows an employee to work at home, or in a satellite location for all or part of their regular workweek. Remote employment is an alternative that may be appropriate for some employees and some positions. It is not an entitlement, it is not a college-wide benefit, and it in no way changes the terms and conditions of employment with Luther College.

All College policies will continue to apply to the employee while working remotely. If there are questions about the application of a policy in a remote setting, the employee should contact the supervisor.

IV. Terms and Definitions

- Exempt staff
  - Only employees whose positions are exempt from the overtime requirements of the Fair Labor Standards Act will be allowed to be employed as remote employees.

V. Procedures and Guidelines

A. General Guidelines/Conditions
Learning and working in community is central to the mission of Luther College. Remote work is a privilege and such requests will only be granted when it is in the best interests of the College.

Working from home or other non-traditional work setting imposes additional responsibilities on the employee, as outlined in this document or established by the employee’s supervisor.

An eligible employee who wishes to work at home should submit a written request to their supervisor, vice 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, vice president, and director of human resources will review the request and determine whether it will be approved. In making this determination, they will consider the impact of the arrangement on the employee’s ability to carry out job duties, the effect of the arrangement on coworkers and students, the employee’s job performance, and the reason for the request. The vice president and director of human resources must both approve the request. The request will then be forwarded to the President for final approval. Advance notice to Human Resources and Payroll is required to set up appropriate workers compensation, unemployment and tax reporting requirements for the remote site. A remote work arrangement cannot begin until these administrative requirements have been addressed.

Requests for temporary remote work assignments will be addressed separately by the appropriate vice-president/dean and human resources

Remote work arrangements may be discontinued by the College at any time.

B. Health and Safety Issues in the Remote Office

- If the employee suffers a work-related injury while working remotely, human resources must be promptly notified. All necessary steps to report and document the injury, as outlined in the staff handbook, must be followed.
- Worker’s compensation may cover all work-related injuries to the employee that occur in the designated off-site workplace during the employee’s work period. Since workplace and home may be the same, worker’s 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 and others in the employee’s home or off-site workspace.

C. Remote Workspace

- The employee is responsible for establishing and maintaining safe and healthy working conditions in the off-site workspace.
- The appropriate equipment (including hardware, software, facsimile equipment, photocopiers, Internet connection, etc.) for each remote employment arrangement will be determined on a case-by-case basis.
- Equipment supplied by the College is to be used for business purposes only.
- Photographs of the remote workspace must be provided to the Office of Human Resources before the remote work agreement begins and annually thereafter. The physical address and a description of the designated location in the home used as the primary work area must be provided to Human Resources. The employee must promptly notify HR if the address or description of the designated location changes.

D. Attention to Work Duties

- Remote work is not a substitute for obtaining dependent or elder care. Appropriate dependent or elder care must be arranged during scheduled work hours, allowing the employee’s full attention to work responsibilities.
- Consistent with the College’s expectations of information security for employees working at the College, remote employees will be expected to ensure the protection of proprietary College and customer (student, prospects, etc.,) information accessible from their home or
satellite office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment. The ITS department should be consulted to ensure secure remote access.

- The employee must remain accessible during designated work hours. The regular work schedule while working from the remote workspace will match those of the College unless other arrangements have been made with the supervisor.
- Institutional and office culture is important in the team environment. The employee will participate in on-campus meetings as requested. Remote access to ad-hoc meetings may be attended via Skype, Google Hangout, home phone, cell phone, etc., as approved by the supervisor.

E. Expense Reimbursements

- If the remote location is a condition of employment, travel to and from the College will be reimbursed per the Vehicle Use Procedures for Fleet and Personal Vehicles policy.
- 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 follow normal College policies.

F. Return of College Assets

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

G. Departmental Addendum

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

Confidentiality and Record

A signed copy of the Remote Work Statement of Expectations will be kept in the personnel files, stored in the Office of Human Resources. Human Resources will annually send out forms to recertify the remote work situation.
Luther College
Remote Work
Statement of Expectations

Employee’s Name (in print): _____________________________________________________

Employee ID: __________________________________________________________________

Date of First Scheduled Remote Work Day: _________________________________________

Anticipated Remote Work Schedule:
_____ Ad-Hoc or Infrequent
_____ 1 Day/Week
_____ 2 Days/Week
_____ 3 Days/Week
_____ 4 Days/Week
_____ 5 Days/Week

I fully understand the terms of remote work arrangement as outlined above. I understand that my supervisor may discontinue my participation at any time for any legitimate business reason. These include but are not limited to: 1) a change in college needs, 2) a determination by my supervisor that my remote work is not in the best interests of the college or 3) that the quality of my job performance is declining and/or not meeting expectations, or 4) failure to abide by the remote work guidelines.

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

I understand that a program re-certification is required on an annual basis for as long as I continue to work remotely.

Employee Signature and Date: __________________________________________________

Supervisor Signature and Date: ________________________________________________

Vice President Signature and Date: _____________________________________________

President Signature and Date: _________________________________________________