Remote Work for Staff and Temporary Employees
HR-06-80

About This Policy

Effective Dates:
05-21-2021

Last Updated:
05-21-2021

Responsible University Administrator:
Vice President for Human Resources

Policy Contact:
IU Human Resources
askHR@iu.edu

Scope

This policy applies to staff and temporary employees who work on a campus or other designated workplace of Indiana University. Remote work for academic appointees will be addressed in a separate policy. This policy may not apply to decisions made by the university that an employee work remotely on an emergency or temporary basis. Employees who were working remotely prior to March 2020 may be required to make a new request for a remote work arrangement.

Policy Statement

The experience with remote work gained during the 2020-2021 COVID pandemic offers the opportunity, upon returning to in-person campus operations, to revisit the way that the work of the university is accomplished for the benefit of the university, students, and employees. Much or most of the university's work will continue in the way it did before the pandemic, reflecting the critical importance of on-campus presence to our students, patients, visitors, and other constituents. For example, most research, instruction, clinical, performance, athletics, student- or public-facing activities, residence and dining, and buildings and grounds work need to occur on campus and in person. In some contexts, however, the mix of in-person and remote work on campuses, in academic or administrative units, and individual jobs may be amenable to adjustment in ways that improve productivity and flexibility, while meeting the needs of the unit and the university.

The policy of Indiana University is to seek the balance of remote and in-person on-campus work that best meets the needs of the university and its employees while assuring that the fundamental in-person character of the university is maintained, the work of the university is performed entirely and efficiently, and the needs of the university’s constituents, especially of students, are fully met. Determining the correct balance is the responsibility of the university’s senior leadership and supervisors, and work arrangements will naturally differ according to the needs of particular organizational units and jobs.

In those units that offer remote work arrangements under this policy, staff and temporary employees who began working remotely after March 2020 may make a request to their unit leader to continue, or to begin, working remotely. Remote work is a special arrangement. It is a privilege and is not subject to the grievance procedure.

Reason For Policy

Remote work refers to a work assignment that is performed in whole or in part at a location other than the employee’s campus or other designated workplace. This policy articulates the decision-making process for evaluating whether remote work is appropriate, identifying the considerations that inform these decisions, and documenting a remote work arrangement.
Procedure

1. DECISION-MAKING AUTHORITY
   a. Senior Executive Officers (the president, vice presidents, chancellors, the provost, and the CEO of the IU Alumni Association) make the overall decision as to whether and to what extent remote work is an option for their respective campuses or areas of responsibility. Senior Executive Officers provide implementation guidance to unit leaders within their campuses or areas of responsibility.
   b. A Senior Executive Officer may delegate the authority to implement remote work arrangements to a unit leader.
   c. Senior Executive Officers (or delegates) may begin analysis, decision-making and, where remote work is authorized, documentation as of the effective date of this policy; however, this process does not alter or supersede the university’s restart guidance.
   d. Only a Senior Executive Officer, in consultation with the university counsel, is authorized to approve out-of-country remote work, and only if it is mission-critical.
   e. Only a Senior Executive Officer or that official’s delegate, in consultation with the Office of the Vice President and University Counsel, IU Human Resources, and the Office of the University Controller is authorized to approve remote work outside the state of Indiana.
   f. A remote work arrangement is not a right of employment and will not be available to all employees, either across a campus or within a unit; a remote work arrangement is at the discretion of the unit, in coordination with the unit’s Senior Executive Officer, based on operational needs and the nature of each position.
   Assignment of an employee to a remote work arrangement does not set a precedent that the employee or the position will always be remote and does not serve as a point of comparison for the employees of another campus or unit, or within the employee’s own unit.
   g. The university retains the authority to modify or terminate any remote work arrangement at its discretion.
   h. Requests for remote work as an accommodation for a disability will be addressed through the university’s accommodations request process: https://iuoie-fireform.eas.iu.edu/online/form/index/Accomform.

2. CONSIDERATIONS FOR DECISION-MAKERS
   Before the implementation of a remote work arrangement, the decision-maker must consider the following, as well as any aspects of remote work that are unique to the unit:
   a. Suitability of Position for Remote Work: Regardless of location, employees must perform the essential functions of their position at the level of productivity, efficiency, and professionalism expected by the unit. The employee must devote full attention to work during the established work hours. Remote work is not a substitute for child or other dependent care. Remote employees must make or maintain childcare, adult care, or similar personal arrangements to allow the employee to focus on work assignments in the designated work space during the established work hours.
   b. Equipment: The unit must decide what university equipment will be provided to the remote employee within these parameters:
      1. IU will provide only the equipment that is necessary and appropriate to enable remote employees to perform the functions of their positions in the remote location. IU will not fully replicate space and equipment at on-campus and off-campus work spaces.
      2. Units and remote employees should utilize the following resources to provide the most appropriate IT equipment to meet university standards for the particular remote work arrangement (Standardized Computer Configurations at IU) and to ensure that the remote employee is informed about the broadband and other resources needed to perform all of the essential functions of the position from off-campus locations. (Keep Working During Prolonged Campus or Building Closures and Tips for Accessing the Internet from Home for Remote Work or Learning).
      3. Remote employees should use only IU-owned IT devices that have been reviewed by departmental IT support staff for compliance with IT policies and standards (including Security of Information Technology Resources IT-12 and IT-12.1 Mobile Device Security Standard) and have an Endpoint
Management tool installed. If IU-owned IT devices are not available, users must exclusively use remote access tools such as Virtual Desktop Infrastructure (IUanyware) or Remote Desktop, etc. Keep Working provides guidance on these topics.

4. Remote employees are responsible for ensuring that their data plan is adequate to support remote work and for any cost incurred for that data plan. Unless required by the state law in which the remote employee works, IU will not provide or reimburse a phone (landline or cell) or data plan.

5. Units will make the determination, in consultation with employees who are less than 100% remote, whether the IU-provided equipment will be located at their on- or off-campus location.
   a. Employees who wish to supplement their secondary workspace may make personally funded purchases. The remote employee should consult Standardized Computer Configurations at IU and may make privately funded purchases through Computer Guide.
   b. Remote employees should consider including business service warranties in their personal purchases such that, in the event of a failure, the equipment will be serviced within one business day so that university work can continue with minimal disruption.
   c. Specialized or high-value equipment may not be appropriate for a remote work arrangement.

6. Units must comply with capital asset inventory requirements for any equipment that is removed from the campus location. FIN-ACC-140, Off-Premise Capital Equipment Control.

7. The unit must plan for servicing, repair, and replacement of university-owned equipment.

8. Unit leaders will make arrangements for the return of equipment upon the separation of a remote employee.

c. Space: The unit must identify appropriate on-campus space within these parameters:
   1. Employees who are 100% remote generally will not have exclusively assigned on-campus space.
   2. Other remote employees will not have private offices on campus. Instead, hoteling or designated co-working workspaces should be provided, if feasible.
      a. Some employees may need closed-door spaces for their on-campus work due to the essential functions of the position requiring confidential, 1-1 meetings. These meeting spaces may or may not be a private office; conference rooms or other appropriate closed-door space may be utilized depending on availability and unit direction.
      b. Units must consult with Capital Planning and Facilities to arrange different footprints, types of space, installation of equipment, etc.
   3. A unit’s deployment of a significant number of remote employees may be reflected in reduced on-campus space utilization. Units will be required to report the percentage of their workforce who are working remotely to their Senior Executive Officer and the Office of Capital Planning and Facilities regularly for space-planning purposes.

d. Expense Reimbursement: The unit must identify what, if any, expenses will be reimbursed to the employee within these parameters:
   1. Daily mileage to/from work for employees who are less than 100% remote will not be reimbursed unless required by the state law where the employee works.
   2. All other travel reimbursement will be addressed in accordance with FIN-TRV-01, Travel.
   3. IU will not reimburse and units may not provide a subsidy for a remote employee’s utilities or data plans, except in accordance with the applicable state law for remote employees who work outside the state of Indiana.
   4. Campus-specific parking options can be found at https://parking.iu.edu/contact/index.html. IU will not reimburse and units may not provide a subsidy for a remote employee’s parking expenses.

3. DOCUMENTATION
   a. Remote work arrangements must be memorialized with a document that includes the following aspects of each remote work arrangement:
1. Work hours, including an articulation of whether the employees’ hours are standard (8 am–5 pm, e.g.) or flexible and whether there are "core hours" that both on-campus and remote employees are required to be on task and available for meetings, etc.

2. For employees who are less than 100% remote: whether on-campus workdays are fixed or floating

3. Whether the employee will be expected to come to campus on a periodic or occasional basis for meetings, training, etc.

4. Expectations regarding the professional representation of the university/campus/unit in terms of visual backgrounds, attire, ambient sound, and phone/video etiquette

5. Expectations regarding availability, responsiveness, and productivity

6. For non-exempt employees: Clear expectations about clock-in/clock-out, whether travel time counts as work time, etc., for purposes of compliance with Wage and Hours Laws; all hours worked must be reported, and overtime still requires advance approval by the direct supervisor

7. Identification with a high degree of specificity the equipment that IU will provide

8. Designation of remote work space that is safe and appropriate, including sufficient and reliable internet capacity, and that will not subject the employee to interruptions or distractions

9. Management of institutional data: To ensure the availability and security of institutional data, IU-approved storage solutions should be used as appropriate for the relevant data classification. When hard copy material cannot be kept on campus, those materials should be stored in a location that has acceptable access control measures, such as a locked cabinet or locked office. NOTE: A locked car is not considered a secured location.

10. Staff employees working remotely must use the applicable paid time off if they are ill, providing occasional care for members of their household, or personal appointments or errands. Additionally, they must work on campus or use the applicable paid time off if they cannot work remotely because of equipment failures or utility outages. In certain instances, staff employees may be absent without pay. Temporary employees do not receive paid time off. Remote employees are eligible for Family and Medical Leave Act (FMLA), Paid Parental Leave, and Military Leave to the same extent and under the same conditions as their on-campus counterparts.

b. Before a unit implements a remote work arrangement for an employee, the employee must acknowledge in writing the employee’s understanding that:
   1. The employee must perform all the essential functions of the position, just as if the employee were working on campus.
   2. The employee understands and accepts the aspects of the remote work arrangement as documented by the unit.
   3. IU will not reimburse or provide a subsidy for a remote employee’s utilities, broadband service, or parking, except as required by the applicable state law for remote employees who work outside the state of Indiana.
   4. A remote work arrangement is not a right of employment, and the university retains the authority to modify or terminate any remote work arrangement at its discretion.

c. Units that had employees working remotely prior to March 2020 should use the university remote work system to create or update documentation that reflects the requirements in this policy.

d. Units may use a standard university-wide form or develop their own standard form to memorialize the elements in paragraphs 1 and 2.

4. PERIODIC REVIEW OF REMOTE WORK ARRANGEMENTS
   a. Each new remote work arrangement must be reviewed by the unit after 90 days. After that, remote work assignments must be reviewed by the unit at least every six months.
b. A unit may also review a remote work assignment at any time to evaluate whether the arrangement is successfully meeting its operational needs or whether the remote arrangement is negatively affecting an employee’s performance.

c. Any modifications to a remote work arrangement must be documented.

d. The unit has the discretion to terminate the remote work assignment and reassign the employee to work on-campus.

e. A remote employee may request a review to facilitate a reassignment of the job on campus. A unit may decline a request or defer reassignment to on-campus work based on considerations such as operational needs and available on-campus space.

f. A remote employee should be given as much advance notice of the termination of the remote work arrangement as is reasonable under the circumstances, preferably at least two weeks.

5. POLICY REVIEW
This policy will be assessed during its first year of operation, and may be revised or rescinded; however, it will remain in effect until revised or rescinded.

Definitions

Senior Executive Officer(s): The president, a vice president, a chancellor, the provost, and the CEO of the Alumni Association.

Remote Work: A work assignment that is performed in whole or in part at an off-campus location under this policy. Remote work does not include temporary (less than 90 days) or occasional off-campus work.

Off-Campus: A place (such as an employee’s home) that is not located on property owned or controlled by Indiana University, or that is not the employee’s regularly assigned work location.

History

This policy was adopted on May 21, 2021.

Related Information

Alternative Work Schedules HR-06-10 IU HR Remote Work Page