

## **COVID-19 Temporary Remote Work Policy**

### **Overview**

As a part of Elon University's continued response to the novel coronavirus (COVID-19) pandemic, Elon University may allow employees to temporarily telework (work remotely or work from home) during the time period between Tuesday, March 17, 2020 and Sunday, April 19, 2020. Under the temporary remote work policy, employees will perform essentially the same work that they would in their on-campus workplace in accordance with performance expectations and other terms determined by their supervisors.

Elon University may support remote work arrangements for faculty and staff in some situations based on the individual's request and the department's ability to accommodate the request in accordance with their department's specific contingency plan.

Remote work arrangements may not be feasible in all cases and requests should not compromise continuity of operations for members of the Elon Community and the performance of essential functions of each office and department.

### **Remote Work Agreement:**

The temporary remote work request form is accessible [here](#). Once submitted, your direct supervisor may contact you for additional information and/or ask you to further explain (1) how you plan to fulfill work expectations remotely and (2) how you plan to communicate regularly with co-workers, supervisors, and members of the Elon community during regular work hours. If approved by the area Vice President and supervisor(s), a remote work agreement must be executed by the appropriate parties prior to beginning remote work. Work performed remotely or from home is considered official university business; therefore, departments may establish specific conditions that apply to employees engaged in remote work.

### **Termination of the Temporary Remote Work Agreement:**

The university reserves the right to modify the temporary remote work arrangement at any time. Employees may be required to return to the central workplace if deemed as having performance or work conduct problems, or if the university feels it is in the best interest of the University and/or the employee to modify or suspend the arrangement, either permanently or temporarily.

### **Hours of Work:**

The amount of time and work hours that the employee is expected to work will not change due to participation in a temporary remote work agreement. Hours of work should remain the same unless specified in the agreement. The employee agrees to apply themselves to work and be available to communicate with their co-workers, supervisor(s), and members of the Elon community during work hours. Normal procedures will be followed for the approval of overtime and use of leave. Nonexempt employees are responsible for reporting all hours worked each week. Failure to report time, like failure to obtain approval for overtime, can result in the termination of the temporary remote work arrangement or other disciplinary action.

### **Compliance with University Policies:**

Employees must agree to comply with university rules, policies, handbooks, practices and instructions and understand that violation of such may result in the termination of the temporary remote work arrangement and/or disciplinary action, up to and including dismissal.

**Security of Information and Records:**

Employees must use secure remote access procedures and are responsible for the security of all documents and records in their possession while remote working and must adhere to the university's IT and other security procedures to ensure confidentiality and security of data. Employees working remotely agree not to share individual log-in passwords with anyone outside of the university. Any use of restricted-access information or materials at an alternate work location must be approved and described in the remote work agreement, along with procedures for removing and returning those materials. Employees approved to telework agree that their access and connection to Elon University's network(s) may be monitored to record dates, times, and duration of access. If any unauthorized access or disclosure occurs, the employee must inform the direct supervisor immediately.

**Equipment and Materials:**

Employees approved to telework must agree to use equipment provided by the department and supplies for business purposes only and to notify the supervisor immediately of equipment malfunction in order to schedule repair or replacement. Please work with the Technology Service Desk at 336-278-5200 to address any of these issues. Any damage or theft of the equipment should immediately be reported to the supervisor. University-owned equipment used in the normal course of employment will be maintained and repaired by the department. Employees approved to telework must return all university-owned property when the remote work arrangement ends. When employees are authorized to use their own equipment, the department will not assume responsibility for costs of repairs, maintenance, or service.

**Other Costs:**

Under this temporary policy, Elon University is not responsible for operating costs (such as electric bills, internet, etc.), home maintenance, or other costs incurred by employees in the use of their homes as alternate work locations.

**Liability:**

The university assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed-upon work hours, or for liability damages to employee's real or personal property resulting from participation in the telework program. Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Workers' compensation does not apply to injuries of any third parties or members of the employee's family on the employee's premises. Employees agree to practice the same safety habits they would use in the university and maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Please contact the Office of Human Resources if you have any questions regarding this policy or if you have questions about teleworking that are not addressed in this policy.