

**UNIVERSITY REGULATION**  
**PART IV – HUMAN RESOURCES**  
**Chapter 04.01 - Uniform Personnel System**

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**R04.01.051. Remote Work**

This regulation applies to all university employees who are not on approved leave.

Remote work is a management-approved arrangement in which the employee works during scheduled work hours at a location away from a university managed workplace. Under this arrangement, the employee maintains close contact with their supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.

**A. Remote work requirements**

**1. Work Hours and Scheduling**

- a. The employee shall be reachable by supervisor approved communication methods during the employee’s scheduled work hours.
- b. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.

**2. Remote Work Location and Safety**

- a. The employee shall maintain an appropriate remote workplace. The university is not responsible for costs associated with setup, maintenance, or utilities (including telecommunications) of a remote work location, or the tax, insurance and other legal implications of remote work. The responsibility for understanding and fulfilling all such obligations shall rest solely with the employee.
- b. An employee with a disability who desires a remote work arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit a request to the affirmative action coordinator in accordance with University Regulation 04.02.033 and engage in the ADA process.
- c. The university reserves the right to access the remote workplace in order to assess the occupational safety of the workplace, or to investigate any claims against the university arising out of or connected with the remote workplace. The university will, as needed, arrange such access with the employee at a mutually convenient time during normal business hours.

- d. The employee shall immediately report to the supervisor any work related injuries occurring at or which are related to the workplace.
- e. The university is not responsible for injury to any other person or to property arising out of the use of or activities at the remote workplace.
- f. The employee shall not hold in-person business visits or meetings at the employee's remote workplace unless specifically authorized in writing by the employee's supervisor.

### 3. Equipment

- a. Pursuant to Board of Regents' Policy P04.10.010, the use of university equipment is governed by the Alaska Executive Branch Ethics Act and may not be used to benefit personal or financial interests.
- b. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon separation of service or upon request, whichever occurs first.
- c. Employees are responsible for maintenance and repair of personal equipment.
- d. The university is not liable for loss, damage, repair, or wear to employee-owned equipment.
- e. Information Resources Equipment
  - 1. University-owned equipment is preferred for university work at remote locations.
  - 2. Any use of personally-owned information resource equipment is subject to R02.07.066.
  - 3. Supervisors may prohibit use of personally-owned information resource equipment.

### 4. Information Security

- a. Employees shall comply with all laws, rules and procedures applicable to university employment, including Regents' Policy and University Regulation 02.06, and shall safeguard all information.

- b. Employees shall ensure that appropriate security mechanisms are present and enabled on all equipment used for university business, and shall ensure that security updates are maintained on such equipment consistent with guidance provided by UA Information Technology.
      - c. The employee shall return all documents, equipment, and information (physical or electronic) to the university at the end of the assignment or upon request.
      - d. The university shall follow the procedures applicable to university-owned equipment in Regents' Policy and University Regulation 02.07.
5. Any geographic differential will only be paid if the employee is working in the same geographical area as their campus.
6. The employee will be responsible for any expenses for travel to or from the remote work location, except as otherwise specified and approved by the supervisor. Travel at university expense must comply with University Regulation 05.02.060.
7. If these regulations conflict with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.

**B. Remote Work Approval**

1. Remote work must be approved in advance by the employee's supervisor.
2. Prior to approval, the supervisor will ensure that remote work supports the position's purpose and the institution's objectives.
3. Remote work arrangements are granted on a revocable basis.
4. UA Human Resources maintains a formal remote work request and agreement process. The purpose of a formal remote work agreement is to:
  - a. document the arrangement, including the work schedule and location;
  - b. ensure tax compliance, and;
  - c. document mutual understanding of university regulations.
5. Supervisors or employees may elect to use the formal process at any time. The formal remote work agreement is mandatory when:

- a. the remote work recurs on a regular basis and is significant (more than 20% of biweekly time), or;
- b. the remote location is out of state for 30 days or more per calendar year.

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#### **~~R04.01.051. Telework~~**

~~This regulation applies to work outside of the primary university provided workplace during scheduled work hours for one or more days a week on a regular basis. This regulation does not apply to faculty who are on sabbatical or other approved leave, or to faculty who, consistent with their approved workload, are physically present to teach in the university setting and to maintain reasonable office hours at the primary university provided workplace.~~

~~A. Telework is an arrangement in which the university permits an employee to work during scheduled work hours at an alternate location that is remote from the primary university provided workplace. Under this arrangement, the employee maintains close contact with his/her supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.~~

~~1. Telework arrangements are at the discretion of the university and require written approval as follows.~~

~~a. All arrangements for telework require approval of the supervisor and the department dean/director, in consultation with appropriate human resources personnel.~~

~~b. For regular faculty, an arrangement for telework must be reflected in the faculty member's workload. The university reserves the right to modify the nature of the workload in a manner consistent with the applicable collective bargaining agreement.~~

~~c. An arrangement for work to be performed outside the State of Alaska requires a written telework agreement and advance written approval of the supervisor, the department dean/director, the regional human resources office, the chancellor, and the statewide human resources office. Approval by the dean/director confirms that the department or program has identified and budgeted for taxes, insurance, and administrative costs associated with the work activity outside of Alaska.~~

~~2. Requirements for approval of a telework arrangement include the following:~~

~~a. The nature of the work shall be such that face-to-face direction or interaction with others is minimal or may be scheduled to permit teleworking. Tasks that benefit from uninterrupted work time are suitable~~

~~for telework, such as writing, editing, reading, analysis, design work, and computer programming.~~

- ~~b. Telework must be compatible with the operational and customer service needs of the department or program.~~
- ~~c. The overall impact of the employee's total time out of the university-provided workplace must not adversely affect the mission of the department or program.~~
- ~~d. Taxes, insurance, and administrative costs incurred to maintain an employee who works outside of the state of Alaska must be identified and budgeted by the department or program. Statewide human resources will charge the department or program for all fees associated with the work activity outside of Alaska.~~
- ~~e. Telework must not subject confidential records to unauthorized disclosure.~~
- ~~f. The need for specialized material or equipment must either be minimal or flexible.~~
- ~~g. Telework must not adversely affect customer service delivery or employee productivity.~~
- ~~h. The employee must have excellent productivity and work habits, including the ability to be self-motivated and have minimal face-to-face daily supervision, and must maintain the expected quantity and quality of work while teleworking. A telework agreement may include provisions to ensure that all performance expectations are met.~~
- ~~i. The employee must be able and willing to provide an adequate and safe work space that is free of distractions.~~

#### ~~B. Telework Requests~~

- ~~1. An employee who desires to work at a location other than the primary university-provided workplace shall submit a written request to their supervisor for consideration.~~
- ~~2. An employee with a disability who desires a telework arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit a request to the affirmative action officer in accordance with University Regulation 04.02.033.~~

#### ~~C. Work hours and Scheduling~~

- ~~1. The employee shall be reachable by telephone, fax, pager, or e-mail during scheduled work hours.~~
- ~~2. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.~~
- ~~3. Overtime work for a non-exempt employee must be pre-approved in writing by the supervisor. An employee who works overtime without advance written approval is subject to discipline.~~
- ~~4. The employee shall obtain supervisory approval before taking leave in accordance with university policy. The university, as a public agency, has policies and practices established pursuant to principles of public accountability under which certain employees accrue annual leave and sick leave and may be placed on leave without pay for absences when accrued leave is not used.~~

#### ~~D. Telework Location and Safety~~

- ~~1. The employee shall maintain an appropriate alternate work place. The university is not responsible for any costs associated with setup of a home office or the tax, insurance and other legal implications for the business use of an employee's home. The responsibility for understanding and fulfilling all such obligations shall rest solely with the employee.~~
- ~~2. The university may inspect the alternate workplace.~~
- ~~3. The employee shall immediately report to the supervisor any job related injuries.~~
- ~~4. The university is not responsible for injury to any other person or to property arising out of the use of or activities in the alternate workplace. The employee shall not hold business visits or meetings at an alternate workplace. The employee shall hold the university harmless for injuries to others or damage to property at the alternate workplace.~~
- ~~5. In case of injury, theft, loss, or tort liability, the employee shall grant the university unlimited access to investigate and to inspect the alternate workplace.~~

#### ~~E. Equipment~~

- ~~1. Unless the university agrees otherwise, employees who are approved for a telework arrangement will provide their own internet and telephone connections and associated equipment, and appropriate office furnishings. Employees are responsible for maintenance and repair of such equipment. The university is not liable for loss, damage, or wear to employee-owned equipment.~~
- ~~2. Supervisors may approve use of university computers and other equipment on a case-by-case basis. The employee shall not use, or allow others to use, university equipment for purposes other than university business.~~
- ~~3. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon request.~~

#### ~~F. Information Security~~

- ~~1. Employees shall comply with all laws, rules and procedures applicable to university employment, including Regents' Policy and University Regulation 02.06, and shall safeguard all information that has not been disseminated to the public, including confidential records and proprietary university information that is accessible from their alternate work location.~~
- ~~2. Employees shall ensure that appropriate security mechanisms are present and enabled on university owned equipment, as well as on employee-owned~~

~~equipment if used for university business, and shall ensure that security updates are maintained on such equipment.~~

~~3. The employee shall return all papers, computer files, and other records to the university at the end of the assignment or upon request.~~

~~4. An employee who engages in telework authorizes the university to take possession of any work related documents or equipment and to copy the entire contents of any storage device, media or backup equipment or service that has been used to generate or store university related records. The university shall follow the procedures applicable to university owned equipment in Regents' Policy and University Regulation 02.07.~~

~~G. Geographic differentials will not be paid if the employee's telework location is not in the same geographic area as the university provided workplace or if the employee's university provided workplace is in a location for which a geographic differential does not apply.~~

~~H. The employee will be responsible for payment of all transportation and subsistence expenses for travel between the telework location and the university provided workplace, except as otherwise specified in a written telework agreement approved by the department dean/director and the regional human resources office. Travel at university expense must comply with University Regulation 05.02.060.~~

~~I. Employees shall make arrangements for dependent care while teleworking. Telework is not an alternative means for an employee to fulfill dependent care obligations.~~

~~J. Telework arrangements are granted on a temporary and revocable basis. The university may suspend or terminate telework arrangements at any time for any reason or no reason and require the employee to report to the primary work location upon written notice, not to exceed ninety (90) days. The university's decision to grant, deny, or terminate a telework arrangement is not subject to university grievance policies.~~

~~K. If this regulation conflicts with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.~~

(07-01-16)

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