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Workplace Expectations and Conduct: Remote Work Policy Guidelines

Remote Work Policy Guideline PDF Download

- Subject:** University Human Resources
- Policy:** Remote Work Policy Guidelines
- Effective Date:** February 21, 2023
- Revised:** February 2023
- Review Date:** Three (3) years from Effective Date above
- Responsible Party:** University Human Resources
- Applicability:** This policy applies to all employees except student employees
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1. INTRODUCTION AND PURPOSE

The university recognizes there may be circumstances in which it is in the university's interest to allow employees to work from alternate work sites for all or part of a work week. This policy establishes guidelines for approving and administering remote work arrangements with university employees.

This policy is consistent with [Board of Regents Policy 715](#) and all remote work arrangements must comply with that policy.

2. REMOTE WORK

For purposes of this policy, remote work refers to an arrangement that allows an employee to work from home or a location other than the usual workplace for a time period to be specified by the university.

3. ELIGIBILITY

Remote work arrangements may be considered for non-faculty employees who have completed at least six (6) months of service in the position intended to be covered by the remote work agreement. Remote work arrangements may also be granted for occasional short term periods without a formal remote work agreement.

In some cases, the university may establish new or open positions in which remote work is an expected condition of employment. For those designated remote work positions, the hiring authority will work with Human Resources prior to posting the position for recruitment.

Faculty are generally not eligible for remote work arrangements, except those hired to teach solely in online degree programs as outlined in [Board of Regents Policy 715](#).

4. APPROVAL

Approval of regular remote work arrangements will be made on a case-by-case basis by the supervisor, the Vice President of the Division, and Human Resources. The characteristics of the position and job responsibilities, the abilities and characteristics of the employee and the potential impacts on the dynamics / functionality of the team and/or unit must be assessed by the supervisor before entering into a remote work agreement. Remote work is not an entitlement nor is it an employee benefit provided by the university. Any remote work arrangement may be approved or discontinued at the discretion of the university at any time.

For purposes of this policy, occasional short term remote work arrangements may be granted on a case-by-case basis if approved by an employee's supervisor. A supervisor's approval on one occasion does not imply future requests of a similar nature will also be approved.

Remote work may be approved if, after evaluation, it is determined that the job responsibilities of the position are suitable for remote work, that the employee can effectively perform the responsibilities while working remotely without disruption to the effectiveness of other employees, that the arrangement conforms to all regulations, policies, and collective bargaining agreements, and a [remote work agreement](#) is developed by the supervisor and completed in consultation with Human Resources and all required approvals are received.

5. CONDITIONS OF REMOTE WORK ASSIGNMENTS

- a. Remote work assignments do not change the conditions of employment. Work performed at alternate locations is considered official university business and documents created in the course and scope of employment are university business documents. Employees on remote work assignments are required to comply with all appropriate policies and procedures. The university may establish additional specific conditions that apply to employees working at alternate locations.
- b. The supervisor and the employee shall mutually agree to remote work arrangements, which must be approved by Human Resources to assure compliance with this policy.

- c. The university may establish remote work as a condition of employment based upon business needs. Any new position which may be designated as a remote work position will need to include reference to the remote work requirement within the position description and advertising, as approved by Human Resources.
- d. An employee's compensation and benefits will not change due to remote work.

6. ATTENDANCE AT MEETINGS

Supervisors may require employees to report to a central workplace as needed to attend work-related meetings or other events. Supervisors may meet the employee in the alternate work location in person or remotely, as needed, to discuss work progress or other work-related issues.

7. HOURS OF WORK

The total number of hours employees are expected to work will not change due to remote work. Work hours must be documented in accordance with university policies and procedures, Montana wage and hour laws, and the federal Fair Labor Standards Act.

8. USE OF LEAVE

Remote work is not intended to be used in place of sick leave, Family and Medical Leave, Workers' Compensation, or other types of leave. Requests for remote work as a religious or reasonable accommodation under the Americans with Disabilities Act are separate from regular remote work approved under this policy. Such requests must be made to Human Resources.

9. EQUIPMENT AND MATERIALS

The university will typically provide equipment and materials needed by employees to perform their duties effectively. However, remote work agreements may require employees to use their own equipment. Remote work arrangements will not obligate the university to purchase or provide duplicate office equipment.

- a. University-Owned Equipment
Employees may not use university owned equipment for personal use. See [Section 2-2-121, MCA](#) and [Use of University Property, Services, and Resources policy](#). Employees are responsible for protecting university-owned equipment from theft, damage, and unauthorized use.
- b. University Equipment and Services
The department may provide basic equipment and services needed by the employee to carry out job duties and that are generally available at the worksite on campus. The university will not assume responsibility for cost, repair, or service when authorizing employees use their own equipment.

10. INTEGRITY AND CONFIDENTIALITY OF WORK INFORMATION

Employees must safeguard university information used or accessed while at the remote worksite. Employees must follow security procedures established by the university to ensure the protection, security, and confidentiality of university information and data.

11. REMOTE WORK AGREEMENT

Employee and supervisor shall complete the [remote work agreement\(DocuSign\)-preferred format](#) or ([.word version](#)) and other required documents as requested by the university.

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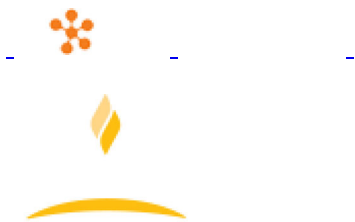
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