

Effective: July 1, 2023

## Human Resources Policy Remote Work

Revised: May 22, 2023, President's Cabinet  
Approved: June 30, 2021, President's Cabinet

### Purpose

The intent of this policy is to establish the parameters for determining positions that are eligible for full-time remote work scheduling and related guidance for remote work. It must be understood that a limited number of positions at Millersville University (the University) will qualify for full-time remote work. Effective with the date of this policy, hybrid remote work scheduling will no longer be available.

### Scope

This policy applies to all University positions where a determination has been made at the divisional level and approved by the Cabinet, that a position qualifies for full-time remote work based on the provisions of this policy. Positions represented by the Association of Pennsylvania State College and Universities Faculties (APSCUF) are excluded from consideration under this policy as remote work considerations for APSCUF employees occurs at the respective division lead level.

### Definitions

1. Customer-facing position: A position where, as a part of the position responsibilities, there is direct interaction with customers (University personnel outside an employee's department, alumni, vendors, and others) which can include face-to-face conversations, email exchanges, and telephone conversations.
2. Division Lead: A manager who reports directly to a Cabinet member.
3. Permanent Worksite: The remote work location to which an employee is assigned.
4. Remote Work: Work performed from a non-University worksite.
5. Remote Work Position: A position that is technical in nature and has measurable quantitative or qualitative results-oriented standards of performance where work is structured to be performed independently of others without adversely impacting service quality, performance, organizational operations, or essential function of the position.

## **Eligibility**

Divisional leads will recommend to their respective divisional Cabinet member positions for full-time remote work. If approved by the divisional Cabinet member, then these recommendations must be brought forward to the Cabinet for final approval. It is expected there will be a limited number of positions that will qualify and be approved for remote work. Qualification criteria follow:

1. A position with primary responsibilities focused in technology.
2. A position having measurable quantitative or qualitative results-oriented standards of performance where work is structured to be performed independently of others without adversely impacting service quality, performance, organizational operations, or essential function of the position.
3. It cannot be a position that is customer-facing.
4. Interaction/meetings with supervisors and team members can occur effectively through virtual and electronic means, with the ability to meet on campus as needed, which is anticipated to be very infrequent.
5. These positions are considered to work 100% remotely.

## **Policy**

### **General Requirements**

1. Remote work is not an employee right or guarantee. The implementation and/or continuation of remote work related to a position is at the sole discretion of the University.
2. The operational needs and specific circumstances of the department, as well as how the type of work performed by the employee contributes to those operational needs, must be the primary factors in determining whether further consideration of an employee's flexible schedule request is warranted.
3. Remote work relates to specific positions, with the ability to work remotely specifically included in the position description.
4. If an employee in an identified remote work position takes a new position within the University, an employee will no longer be permitted to work remotely unless the position to which the employee is moving is identified as a remote work position.

### **Job Duties and Conditions of Employment**

1. Employees designated to work remotely are expected to do so 100% of the time. Therefore, the non-University work site is considered to be such employee's "tax home" for purposes of tax withholding and any travel related expenses (refer to travel policy).

2. If an employee in a position that is designated to work remotely resides within reasonable commuting distance from the University's main campus, that employee may choose to work on campus with the approval of the division lead and the divisional Cabinet member. In these cases, the employee's "tax home" is the campus, without qualification for commuting expenses.
3. Remote work employees may not result in additional costs to the University. Telephone, fax, printing, and internet services at the remote work locations are the sole responsibility of the employee working remotely.
4. The division lead, with the approval of the divisional Cabinet member, may cancel or suspend a remote work arrangement at any time. Except in extreme circumstances as approved in advance by Human Resources, such cancellation must provide the participating employee at least two weeks' notice.
5. Remote work employees are expected to work and be available during the University's regular office hours. Any alternative work scheduling due to requirements of the position and/or differences in time zones in the work location must adhere to the criteria and processes set out in the Flexible Scheduling Policy.
6. When a scheduled workday is declared to be an official paid office closing as set out in the University's closing policy, employees working remotely will be expected to work at their remote location or will be required to utilize appropriate leave time for that day.
7. Employees working remotely will be covered by and expected to abide by all existing Board of Governors and applicable University policies and regulations including but not limited to hours of work, safety, security, confidentiality, equipment us, and standards of conduct.
8. Employees working remotely must remain accessible and available during work hours on scheduled workdays except during scheduled breaks and meal periods.
9. Employees working remotely must have a way to ensure confidentiality during meetings and other virtual events, such as working from a private space with a door that can be closed.

### **Workspace and Equipment**

1. For positions working remotely the employee and the division lead must ensure that the employee can access all necessary systems remotely to allow them to perform their duties without limitation or interruption.
2. It is understood that any hardware, software, or other equipment issued to the employee is the sole and exclusive property of the University and is subject to the same business and proper use of technology as if it were being utilized on the University's campus.

3. An employee working remotely must make advance arrangements for dependent care to ensure a productive work environment. These arrangements shall be to the same extent as would be the case if the employee were working on campus.
4. The University will make common office supplies available to employees working remotely through regular procurement processes.
5. Any equipment that is used by an employee for official business, regardless of whether the equipment is personal or issued by the University, is subject to discovery and Right to Know requests.
6. An employee working remotely is required to notify their supervisor immediately of:
  - a. Any equipment, software, power, or internet connection malfunction or failure.
  - b. Any theft, loss, or damage of any equipment issued by the employer or of any personal equipment used for official business.
  - c. Any breach of confidentiality of University work product.

### **Safety and Security**

1. An employee performing remote work is covered by workers compensation insurance during the course and scope of employment, during the approved work schedule, and at the designated remote work location. Neither the University nor the System Office assume any liability for injuries that occur outside of the designated workspace and/or outside of an employee's normal work schedule, or outside the course and scope of employment. The employee is responsible for immediately informing the supervisor and Human Resources of any work-related injury or illness.

The University reserves the right to visit the designated remote workspace for claim investigation purposes, which will be conducted in accordance with any applicable work injury policies.

2. An employee working remotely is required to ensure the confidentiality of University work products, including but not limited to documents, spreadsheets, presentations training, employee and student data, and systems, including email. All University policies and procedures related to acceptable use and security continue to apply at the remote work location.