Conditions of “Work from Anywhere”

A staff member in the Office of ____________________________ may Work from Anywhere according to the following conditions:

1. Work from Anywhere is a privilege, not an entitlement, and needs to be carefully planned and executed to ensure that both parties benefit.

2. An employee may Work from Anywhere/remotely if he/she has sufficient work to complete during the Work from Anywhere period and that work does not require the presence of other colleagues or vendors.

3. Work from Anywhere is unique to each employee, employer and position. It needs to be crafted to avoid disrupting the work environment and may be denied for business or operational reasons. The WFA plan must be based on a mutual understanding between the employee and his/her supervisor as reflected in a signed letter of understanding.

4. An exempt staff member in _________________ may, with the approval of their supervisor, Work from Anywhere a maximum of two days a week or six days per month or, as circumstances arise, as negotiated by the employee and supervisor.

5. A non-exempt staff member in _________________ may, with the approval of their supervisor, Work from Anywhere a maximum of one day per week or four days per month or as negotiated by the employee and supervisor.

6. Employees are expected to work with their colleagues to coordinate their Work from Anywhere schedules so that requirement #5 is met. A request may be denied by a supervisor to ensure that appropriate coverage is provided within the office.

7. Unplanned requests to Work from Anywhere are at the discretion of the supervisor. Such requests will not be automatically approved. Should an employee request to Work from Anywhere at the last minute, supervisory approval must be obtained before the work is performed.

8. Work from Anywhere is not a replacement for sick or vacation time. Appropriate time should be taken by the employee if he/she is sick and or on vacation (not working). Employees are not expected to perform work when on sick leave, vacation or PTO status.

9. Customer service should not be impacted because an employee is working from home. Staff members intending to Work from Anywhere must ensure that there is at least one individual who will be in the office during their absence who can respond to basic questions about their projects and be available by IM, phone, and/or e-mail.

10. It is up to the employee to plan and manage their Work from Anywhere time and, depending on the terms of the employee/employer WFA agreement, to provide evidence that they have accomplished their intended Work from Anywhere work plan.

11. A supervisor may elect to revoke WFA privileges and may or may not decide to restore such privileges.

12. Staff members wishing to apply for WFA approval will be required to sign this “Conditions of Work from Anywhere” document and the ________________ Flex Policy letter and Safety Review

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with their supervisor. It is the responsibility of the employee to ensure their work environment is safe and meets the requirements of the University. Work from Anywhere will not be approved without reviewing and signing the “Conditions of Work from Anywhere” document. Additionally a formal letter of understanding with further details regarding the terms and conditions for working at home will be signed by both the employee and the supervisor.

__________________________________________
Employee Signature                                      Date Signature