

AREA OF RESPONSIBILITY: HUMAN RESOURCES DEPARTMENT  
RESPONSIBLE CONTACT: DIRECTOR OF HUMAN RESOURCES  
POLICY IDENTIFICATION: REMOTE WORK POLICY  
EFFECTIVE: 05/2022

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Remote-based employees are those whose work is routinely performed at a location other than a Virginia Union University (VUU) site. The Remote-Based Work Policy pertains to those who work from a non VUU physical site. The division's Vice President and/or leadership, on a case-by-case basis, must assess and approve a remote based employee status. Such employees will be held to the same standard regarding deliverables similar to those who are physically present in the division. Employees who are and have been subjected to probation may not be approved to work remotely. In some cases, the operational need may dictate the employees work remotely before completing a probationary period (if applicable). At the same time, some employee's job scopes will require they be campus-based or they have to come into a VUU site. Remote and Telework are not entitlements, and do not in any way change the terms and conditions of employment with Virginia Union University.

- The decision to offer remote-based work is reserved for Unit Heads with the approval of the Executive Vice President/Chief Operating Officer or the President/Chief Executive Officer.
- Remote-based employees must be available during the workday by phone, the University's email and will be expected to utilize the University's websites, Microsoft Office 365, ADP, Jenzebar, and VUU learning system.
- Employees and supervisors must monitor performance through the 30-Day Plan.
- Employees will be expected to clarify work tasks, timeframe, benchmarks, and priorities and report outcomes of work by the 15<sup>th</sup> of every month.
- Remote-based employees are required to utilize their own equipment for work productivity, such as computers, internet access, phone, etc.
- The University does not assume liability for loss, damage, or wear of employee-owned equipment.
- Consistent with the organization's expectations of information security for employees working at any VUU's sites, remote-based employees will be expected to ensure the protection of all institutional data, including but not limited to proprietary information, personal and confidential information, FERPA protected student records, confidential personnel information, WISP, HIPPA protected health information, intellectual property, and attorney-client communications.
- Remote based employees are expected to adhere the Password and Data Governance Policies. Remote employees are not to share passwords under no circumstances and are expected to protect passwords.
- The employee is responsible for ensuring non-employees do not access University data, including in print or electronic form. Steps include the use of locked file cabinets and desks,

regular password maintenance, and any other steps appropriate for the job and the environment.

- Products, documents, and records are used, developed, or revised while remote-based work shall be copied or restored to the University's electronic record system. Maintenance of University records must be consistent with the University's policies.
- The employee will establish an appropriate alternative site for work environment. VUU will not be responsible for costs associated with the initial setup that alternative site, such as remodeling, furniture or lighting, nor for repairs or modifications to the site's space.
- The University assumes no liability for injuries occurring at the alternative site.
- Remote-based employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by the University.
- The agreed-upon work schedule shall comply with FLSA regulations. For non-exempt employees, hours in excess of the regular work schedule must be pre-approved by the supervisor. Failure to comply with this requirement can result in the immediate termination of the telework agreement.
- Remote-based employees should consult with a tax expert to determine the tax implications of the remote site's workspace. The University will not provide guidance nor claim responsibility for any federal or state tax liability.