

ASSIGNED REMOTE WORK POLICY FOR STAFF AND ADMINISTRATIVE EMPLOYEES

POLICY STATEMENT

Assigned Remote Work is an employment option which can supplement Chapman's efforts to attract and retain talented employees. It may provide access to specialized skillsets which may not be otherwise readily available or help retain valued employees who are relocating. In other cases, it may be a potential solution to on-campus space constraints, or to temporary situations which prevent on-campus work. Ongoing Assigned Remote Work ordinarily requires work to be performed entirely at an alternate work location other than a Chapman worksite. However, on occasions, employees may be directed by their supervisor to temporarily work remotely. Remote work can occur anywhere in the State of California. In limited circumstances and subject to review and approval by Human Resources, it may also be possible in other areas of the United States when such work arrangements are in the best interests of the University.

EMPLOYEES COVERED BY THIS POLICY

This policy applies to those Staff and Administrators who are hired or assigned to work fully remotely, and for whom remote work is a condition of employment. It also applies to employees who are directed by their supervisor to temporarily work remotely. Flexible work arrangements made at the request of the employee are excluded from this policy because they are covered by the [Voluntary Flexible Work Arrangements for Staff and Administrative Employees policy](#).

This policy expressly excludes instruction and research faculty whose employment is covered by the Faculty Manual, Full-Time Faculty Handbook, or Lecturer (Part-Time Faculty) Handbook, as applicable. Postdoctoral scholars are also not covered by this policy. Therefore, the term employee is used throughout this policy to denote Staff and Administrative employees only.

REASON FOR THE POLICY

The intent of this policy is to provide guidance to Staff and Administrative employees and their supervisors when an assignment to remote work is being considered, either temporarily or on an ongoing basis, or when a department is considering filling a vacant position with an employee who will work remotely. It is also intended to provide ongoing guidance regarding assigned remote work.

DEFINITIONS

Assigned Remote Work is defined as work that is performed remotely when a supervisor has determined that it is necessary to do so for operational reasons. This could be because the

employee is required to work entirely remotely as a condition of employment or could be in response to a temporary situation such as a natural disaster, an emergency, or the University's determination that an employee is required to quarantine or self-isolate, as defined by the Centers for Disease Control and Prevention.

Ongoing Assigned Remote Work is defined as work that will be performed fully remotely, without an expectation of a dedicated onsite workspace.

Temporary Assigned Remote Work is defined as work that, for operational reasons, is temporarily required to be performed at an alternate location.

POLICY

Chapman supports the use of Assigned Remote Work arrangements where appropriate. Our ultimate responsibility to the campus community is to ensure the effective service delivery of our academic mission. Ongoing Assigned Remote Work arrangements that diminish the quality of service to our community will not be approved. In determining the appropriateness of Assigned Remote Work, departments should consider the nature of the work to be performed by the position, and the benefit to the University of the proposed arrangement. In situations where Assigned Remote Work is being considered as a mechanism for retaining a valued employee, departments should also consider the performance of the employee.

All Assigned Remote Work arrangements are discretionary. Ongoing Assigned Remote Work within the State of California is at the approval of the department's respective Senior Staff leader. The Senior Staff leader's determination is final.

Assigned Remote Work in which work would be performed outside the State of California requires consultation with and authorization by Human Resources prior to implementation. Employees are subject to the laws of the state in which they reside. In order for Chapman to employ people in other states, the University must be registered to do business in those states. Alternatively, a third-party Employer of Record may be used. Given the complexities involved, out-of-state work will generally require demonstration of a compelling need by the University. Out-of-state remote assignments will be considered on a case-by-case basis to balance other needs of the University and the required resource allocation. The Office of Human Resources will coordinate with the department's respective Senior Staff leader as necessary.

Similarly, employees in Assigned Remote Work assignments must obtain approval from Human Resources and the respective Senior Staff member prior to relocation if they wish to relocate their remote workspace to a different state.

The success of an Assigned Remote Work arrangement is dependent upon clear, regular, and frequent supervisor and employee communication. Expectations must be set at the commencement of the arrangement regarding topics such as work schedules (taking into consideration different time zones, where applicable), type and frequency of communication, and availability. Assigned Remote Work participants are expected to be as accessible as their on-site counterparts during their agreed upon regular business hours, regardless of work location.

There may be times when employees assigned to ongoing remote work are required to be present at a Chapman campus. In such situations, the department is responsible for the cost of travel from the assigned work location to Chapman in accordance with the University's travel reimbursement policies.

Consultation with Human Resources is required prior to ending or revoking an ongoing Assigned Remote Work arrangement.

For nonexempt (Staff) employees, time must be accurately recorded, employees must take mandated meal periods and breaks, and requests to work overtime must be pre-approved in writing by the employee's supervisor. For exempt (Administrative) employees, hours of work must be approved by the supervisor.

Participants in Assigned Remote Work are responsible for maintaining a safe work environment to minimize the risk of injury. Workers' compensation benefits extend to injuries or illness arising out of and in the course of employment at an approved remote work location. Staff members must report work-related injuries to their supervisor as soon as an injury occurs.

Participants in Assigned Remote Work are also responsible for taking steps to ensure a productive work environment. This includes making arrangements for dependent care so as not to interfere with their work and keeping personal disruptions such as non-business telephone calls and visitors to a minimum.

Generally, the University does not maintain an equipped on-campus workspace for Staff and Administrators in ongoing Assigned Remote Work arrangements. Accordingly, departments in which Staff or Administrators are mandated to work remotely are required to provide the equipment, services and supplies deemed by the University to be reasonable and necessary to enable those remote employees to perform their Chapman work.

Employees assigned to work remotely may incur out-of-pocket expenses, for example, expenses arising from the use of personal mobile phones and/or home internet. In accordance with the [remote work expense reimbursement policy](#) (1.3.5.1), eligible employees are reimbursed for necessary out-of-pocket expenses that arise when they are assigned to work remotely. For ongoing Assigned Remote Work, the job description should clearly communicate responsibilities for costs associated with the remote worker's office space.

This expense reimbursement policy applies only to employees who are required to work remotely. Employees who voluntarily choose to work remotely are not subject to this policy and, generally, are not eligible for reimbursement.

Prior approval is required before taking University equipment off site. Employees will be responsible for setting up equipment offsite and the University does not provide off campus equipment maintenance or service calls. Remote support (telephonic or online) will be provided within the standard IS&T support hours.

Consistent with the University's expectations of information security for employees working on campus, remote working employees will be expected to ensure the protection of equipment and confidential or proprietary information accessible at their assigned remote work location. Steps include the use of locked file cabinets and desks for physical documents, regular password

maintenance, and any other measures appropriate to secure University information. Any breach of data security must be immediately reported to Information Security.

Equipment supplied by the University is to be used for business purposes only. Employees working remotely must take appropriate action to protect University equipment from damage or theft. Upon separation of employment, all University property must be returned to the University, unless other arrangements have been made in writing.

Chapman University is not liable for any damages to the employee's property resulting from participation in remote work.

There may be tax implications for employees who work remotely. Any such implications are the employee's responsibility.

ELIGIBILITY

Eligibility for Assigned Remote Work is based primarily on operational decisions. When evaluating the possibility of ongoing Assigned Remote Work, supervisors should consider the impact on productivity, cost effectiveness, and service to internal and external clients. For example, the arrangement should be achieved without curtailing normal service hours; incurring significant additional costs; impairing the unit's effectiveness in carrying out its mission or administrative function; placing undue burden on others in the unit, whether individual employees or supervisors/managers; or creating problems of safety, security or supervision

In addition, they should take into consideration the additional costs associated with travel for those occasions when the remote employee is required to come to Chapman. In situations where ongoing Assigned Remote Work is being considered as a retention mechanism, supervisors should also consider the performance of the impacted employee and the feasibility of replacing the employee locally. Remote work arrangements that diminish the quality of services to our campus community will not be permitted.

Examples of jobs that may be suitable for ongoing Assigned Remote Work include those that have minimal face-to-face interaction, heavy data entry tasks, or specific objectives and performance standards that can be measured. Face-to-face interaction includes those services that interact not only with students but also with faculty, peer, and community constituents. Additionally, Assigned Remote Work may be a useful tool for accessing specialized knowledge or expertise that would not otherwise be available.

Examples of jobs that may not be suitable for ongoing Assigned Remote Work include those that require frequent face-to-face interaction, onsite student support or access to onsite confidential documents.

RESPONSIBILITIES

Employee: Employees who are required to work remotely are responsible for complying with all applicable University rules, policies, and procedures as well as with the terms of their Assigned Remote Work agreement. Employees are responsible for submitting requests for reimbursement in a timely manner.

Supervisor: When considering ongoing Assigned Remote Work, supervisors are responsible for consulting with Human Resources and the respective Senior Staff Leader to gain authorization prior

to initiating a remote work assignment. When a request is granted, the supervisor is responsible for documenting the arrangement, for setting expectations, for providing the remote employee with training and support, and for periodically monitoring the arrangement to ensure it continues to be mutually productive. Supervisors are responsible for reviewing and taking actions on submitted reimbursement requests in a timely manner.

Human Resources: Provides guidelines, process, and forms to facilitate Assigned Remote Work, and consultation as needed.

OFFICE RESPONSIBLE FOR POLICY

Human Resources

Contact information for questions about this policy: Michael Nee

WEBSITE ADDRESS FOR THIS POLICY

<https://www.chapman.edu/campus-services/legal-affairs/policy/index.aspx>

APPROVAL AND PUBLICATION DATES

Senior Staff Date Approved: 04/12/2022

(signed)

President

RELATED MATERIALS

[Remote Work Expense Reimbursement Policy \(1.3.5.1\)](#)