



Policy Number:	5521-13	Policy Section:	Institutional Support
Original Effective Date:	9/9/05	Policy Title:	Remote Work (formerly Telecommuting)
Date Last Revised:	3/21/22	Department:	Human Resources

Policy Statement:

It is the policy of Cairn University to give consideration to remote work arrangements, and to approve such arrangements on an individual, departmental, function- or program-associated basis. Decisions regarding the approval of remote work are based on several internal and external factors which include:

- The expected duration of an individual’s remote work period. For example, employees who work primarily on campus may be approved for temporary remote work due to personal or family illness.
- The establishment of positions or arrangements designed to be 100% remote, with duties performed by individuals well-outside commuting distance to Cairn.
- The provision of technology and a safe, work-conducive environment in a remote location.
- The degree to which an employee can be productive in a remote setting, anticipating remote setting disruptions and considering the need for regular interaction or collaboration with others.
- The understanding that certain duties require on-campus work exclusively or primarily. Examples range (for staff) from 100% on-campus positions such as in campus services and security, to periodic on-campus duties for primarily-remote employees to attend meetings; and (for faculty), requirements range from those whose courses are 100% distance courses, to those teaching hybrid courses, to those whose entire program requires on-campus instruction.
- Cairn’s aim to provide a Christian community of faculty, staff and students, to be student service-oriented, and to maintain a vibrant campus life experience.
- Environmental factors such as COVID-19 and occasional snow storms or power outages, and to economic factors such as the rising cost of travel.

Approval for Remote Work

Except in emergency situations, on-campus work is the default location for Cairn positions. Remote work must be requested and approved with the following exceptions:

- Faculty and staff who live well beyond the Langhorne commuting area and are employed under a fully-remote work arrangement.
- Faculty, when teaching distance courses.
- Departmentally approved arrangements to offer remote work on a scheduled, occasional, or rotating basis

Requests must be made to the department dean or director, and require the approval of the overseeing Sr. Vice President, and completion of the Acknowledgement form (see below).

Guidelines for Departmental Remote Work Arrangements

Departments are encouraged to establish remote work schedules which will allow employees to reduce their weekly commuting time, where possible. Guidelines:

- Take steps to agree on work responsibilities and expectations of the remote-working employees as well as those who are on-campus. Remote-working employees must be relieved of certain duties (such as scanning and face-to-face customer interaction) and these responsibilities may need to be assumed by their on-campus counterparts.

- As needed, establish regular work hours during which remote employees will be expected to be accessible and engaged.
- Clearly communicate (via voice mail, email, and department signage) who is working remotely, how they may be contacted, and who is present and may be able to assist.
- Establish the expectation and practice of regular re-assessment of departmental remote work arrangements.
- Particularly during the summer months, plan ahead for employees' use of PTO in conjunction of remote work schedules, to ensure adequate on-campus staffing levels.


Technology Needs

The Employee Laptop Computer Use, Hardware and Software Procurement, and Technology Services Support policies shall be reviewed before a remote work arrangement may be implemented. The T.S. department has provided laptop computers to the majority of employees whose work could be accomplished remotely.

Employees whose duties require the regular use of a computer must have, or agree to obtain, high-speed internet service in the remote location at which they will work. Cairn's Technology Services department has the right to test and approve the adequacy and security of the employee's remote location internet access. The University will not be responsible to acquire or pay for such access to be installed or continued.

Acknowledgement

Concern for the remote work environment, including employee safety, technology efficiency and security, University liability, and the University's desire that remote working employees are on-the-job without undue distractions of a personal nature, the Remote Work Acknowledgement shall be reviewed and signed by the employee and submitted to the Human Resources office.



March 22, 2-22

President's Cabinet Representative

Date

REMOTE WORK ACKNOWLEDGMENT

Click above to complete and submit this Acknowledgement electronically, or print and sign below.

Employee Name

Employee's Job Title

A. Work Schedule and Hours

___ I understand that employees in positions classified as hourly, non-exempt are paid for the time they work and are eligible for overtime pay for hours worked in excess of 40 in a work week. Supervisory approval is required prior to working any hours over the standard 40 per work week. Employees in non-exempt positions are required to clock in and out, using the payroll system's time card, to track all hours worked.

___ I understand that remote work is not a regular substitute for dependent care. During established work hours, I agree to prevent family care demands from interfering with work except in those of an unforeseen emergency. I agree that personal activities (those related to personal errands or appointments, house-keeping activities, etc.) shall occur outside of the work hours established for this remote work arrangement.

___ If I am a benefit-eligible employee, I agree that use of personal paid time off shall be requested and approved by my supervisor.

B. Equipment, Information & Work Environment

___ I agree to safeguard devices, equipment, documents, passwords, and proprietary information (including information that is FERPA protected) from inappropriate access by others. I will ensure that equipment is locked or shut down whenever I step away from my work area.

___ I understand the importance of establishing a work area that is safe and ergonomically arranged, and agree that this is particularly essential when

computer-related duties are performed for extended periods of time.

___ I agree to maintain my remote work area in a manner that is clean and free from hazards. I understand that injuries related to work I perform in the course of employment, including injuries that occur at my remote work site, must be reported to my supervisor, and the department of Human Resources, and filed with the workers' compensation insurance carrier, as soon as possible and no later than one business day following the injury. Work-related accidents which occur in an employee's remote work location may be subject to insurance adjuster evaluation.

___ I understand that the University is not responsible for injuries that are not job-related, and agree to not seek workers' compensation benefits for such injuries that are incurred outside of the time when I am actively engaged in work activity.

C. Impact on My Home/Remote Location

___ I understand that the University is not responsible to replace, repair, or upgrade my own technology devices or equipment, furnishings, or property.

___ I understand that the University does not assume responsibility for taxes or tax deductions associated with my telecommuting arrangement.

___ I understand that the University does not assume responsibility for personal, homeowners, or other insurance coverage for my home or remote environment.

Employee's Signature

Date