



Pandemic Temporary Remote Work Policy

Effective Date: March 13, 2020 – TBD

Contact: Director of Human Resources

PURPOSE

The purpose of this document is to communicate UIW's temporary policy related to remote work during the COVID-19 Pandemic.

SCOPE

This policy applies to non-essential on-campus employees of the University of the Incarnate Word (UIW), which includes limited student employees, faculty, staff, and administrative employees. This policy applies to all UIW facilities and locations.

UIW encourages all managers and supervisors to think creatively about how to support their employees in caring for their health and reducing risk of exposure to COVID-19. One such option is implementing social distancing by encouraging employees to work remotely, where management has determined that working remotely is appropriate and viable. The Temporary Remote Work Agreement should be used in all instances where management has determined that work may be performed on a temporary basis from home or an alternate location as a means of social distancing.

UIW leadership will determine when it is appropriate and necessary to return employees to the workplace and end the temporary remote work arrangements. Even where remote work was successful it does not require management to agree to any future remote work.

DEFINITIONS

Remote work refers to employees performing work for UIW from a location other than a UIW facility.

Essential on-campus employees are individuals who perform services that require a physical presence such as Police Officers, Dispatchers, Maintenance and Facilities Workers, Postal Services, Shipping and Receiving, etc. Essential on-campus positions are subject to change as circumstances and services change throughout the pandemic.

LEGAL STATUS

UIW establishes policies that govern the conduct and activities of UIW and its employees, students, and others while they are on the main campus or other UIW sites, conducting UIW business off-campus, or otherwise representing UIW.

UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm or entity, nor to provide terms or conditions of

employment which are binding on UIW.

In the event of any interpretive differences between UIW policies and division or department policies, UIW policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees and any affected non-employees.

UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or canceled in writing, or expire on their own terms.

COMPLIANCE WITH POLICIES

All remote employees must follow all UIW policies regardless of work location.

REMOTE WORK REQUIREMENTS

While working remotely, employees will:

- a. Complete the Temporary Remote Work Agreement in Adobe Sign indicating location and work schedule
- b. Remain accessible during the remote work schedule
- c. Check-in with the supervisor to discuss work statuses and open issues
- d. Be available for video/teleconferences, scheduled on an as-needed basis
- e. Be available to come into the office if a business need arises
- f. Be available to physically attend scheduled work meetings as requested or required by the department
- g. Request supervisor approval in advance of working any overtime hours (for non-exempt employees only)
- h. Take rest and meal breaks while working remotely in full compliance with all applicable policies and laws, and
- i. Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at an employee's regular work location.

SAFETY GUIDELINES FOR THE REMOTE WORK LOCATION

Remote employees required to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to their supervisor and Human Resources at the earliest reasonable opportunity. Employees agree to hold UIW harmless of any injury to others at the alternate worksite.

Employees participating in remote work should follow the recommended guidelines below to assist in surveying the overall safety and adequacy of their alternate worksite. Any safety deficiencies are the employee's responsibility to fix in a timely manner at their own expense. Employees should discuss any safety concerns with their supervisor to determine if remote work is suitable. Safety guidelines do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites. Remote work safety recommendations include the following:

- a. Develop and practice a fire evacuation plan for use in the event of an emergency.
- b. Check smoke and carbon monoxide detectors regularly and replace batteries as recommended.
- c. Have a working fire extinguisher and check the charge as recommended.

- d. Computers and monitors must be placed on sturdy, level, and well-maintained furniture.
- e. Computer monitors should be placed where there is no noticeable glare from windows or lighting, and the monitor is at a comfortable height for viewing.
- f. The computer keyboard and mouse should be at a height that does not cause wrist strain.
- g. Use a surge protector and make sure all cables are grounded.
- h. Choose office chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
- i. Locate computers, phones, and other electrical equipment in a manner that keeps power cords out of walkways.
- j. Keep the work area clean and avoid clutter, which can cause fire and tripping hazards.

The Environmental Health, Safety and Risk Management Office is available to assist employees with advice on workspace ergonomics and a fire/emergency plan with respect to the specific remote workspace. To contact the Environmental Health, Safety and Risk Management Office please email uiwsafety@uiwtx.edu.

EQUIPMENT AND INFORMATION SECURITY

The following expectations apply to remote work space, equipment, purchase, set-up and maintenance, and information security:

- a. Employees are responsible for providing space, telephone, printing, networking and/or Internet capabilities at the remote location and shall not be reimbursed by UIW for these or related expenses.
- b. Employees will take precautions to protect UIW owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. These precautions apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
- c. Employee's will report to their supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
- d. All equipment, records, and materials provided by UIW shall remain the property of the University.
- e. Personal vehicles may not be used for University business unless specifically authorized in writing by the employee's supervisor and approval from the Vehicles Services Department in advance of such use.
- f. All UIW owned equipment, records, and materials will be returned within 7 days of termination of the Temporary Remote Work Agreement. And within 7 days of written notice, employees must return UIW owned equipment for inspection, repair, replacement, or repossession.
- g. Employees are responsible for tax consequences, if any, of working remotely, and for conformance to any local zoning regulations.

DURATION

The duration of temporary remote work is at the discretion of UIW leadership and based on resumption of services and/or a return of students to campuses. Decisions to reopen offices will follow CDC, City, State, and Federal guidelines as related to the pandemic warning indicators and a phased return to work.

Approved: Sept. 29, 2020