

# Remote Work Policy and Expectations

## Objective

Working remotely allows employees to work off-campus for all or part of their workweek. The University of the South considers working remotely to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Working remotely may be appropriate for some employees and jobs but not for others. Working remotely is not an entitlement, it is not an organization-wide benefit, and it in no way changes the terms and conditions of employment with The University of the South.

## Eligibility

Individuals requesting to work remotely must have a satisfactory performance record.

Before entering into any remote work agreement, the employee and supervisor, in consultation with Human Resources, will evaluate the suitability of such an arrangement, reviewing employee suitability, job responsibilities, equipment needs, and scheduling and completing a [Remote Work Application](#).

## Expectations

- Employees may work remotely with the pre-approval of their supervisor. Work schedules and work assignments will be agreed upon with the supervisor.
- Employees will accurately record their hours worked.
- Attendance at designated on-campus locations for meetings, conferences, training sessions or similar activities may be required at the discretion of the supervisor. Transportation and parking costs for such attendance are the employee's responsibility.
- If University equipment and software is loaned to the employee working in a remote workplace location, the equipment will be returned to the University immediately upon return to work.
- The University will not be responsible for operating costs, home maintenance or any other incidental costs (e.g. utilities, insurance, etc.) associated with the use of the employee's residence or computer equipment.
- Supervisors may require time and/or project accounting and documentation.

## Duration of Remote Work Agreement

- The University may terminate the remote work agreement for any reason and without prior notice.
- When the remote work agreement is terminated, the employee must return to the University for employment as soon as practicable and return all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other University-owned property in the employee's possession or control.

- The University will not be held responsible for costs, damages, or losses associated with the termination of the remote work agreement.

Employees must adhere to all applicable University and department policies.

The University may take appropriate disciplinary action against the remote employee for failure to comply with University and department policies.