

3125 Guidelines for Working Remotely

SECTION: HUMAN RESOURCES

EFFECTIVE: DECEMBER 18, 2019

REVISED:

RESPONSIBLE OFFICE: HUMAN RESOURCES

APPROVAL: CFO

PURPOSE

The purpose of this policy is to provide guidance for working from a location other than GTU offices and grounds.

POLICY

Working remotely is a privilege. Approval for working remotely is done on a case by case basis with approval required by the employee's supervisor and review and approval by the Director of Human Resources. Approval may be for a regular work schedule of one day per week or a temporary need that may be one day or longer. In rare instances with extenuating circumstances, approval may be granted to regularly work remotely for more than one day per week. This requires both the agreement of the supervisor as well as review and approval by the Director of Human Resources and the Chief Financial Officer. In all cases, the job functions of the employee and their ability to work independently and effectively will dictate whether an arrangement to work remotely is possible. In the case of an approved regular schedule, the need for mandatory presence at GTU at specific times may require the employee to come to GTU even though it would be a day they would normally work remotely. GTU recognizes the value of interactions with peers and others at GTU on a regular basis and discourages remote work schedules that limit such interactions

General Provisions

Job duties for which work away from GTU is limited or not allowed.

Many jobs at GTU require face-to-face interaction with faculty, staff or students for the majority of their duties. Those jobs are not eligible for regular remote work approval, although circumstances may warrant a temporary need-based approval for a short period of time.

Some jobs require employees to be at GTU for other reasons because of the nature of the job, so those employees are not eligible for any remote work arrangements.

Considerations for approval of remote work arrangements.

Most jobs at GTU require substantial contact with peers, other staff and constituents of the GTU. However, these jobs may also have components of the work that could be done from a location other than GTU. In reviewing a job description for potential approval of working remotely, consideration should be given to the type of work performed and the capability for such work to be performed either via VPN access to network-based resources or through the use of GTU online resources (i.e. Office 365, etc.).

Not all employees will work effectively outside of the office. Consideration should be given to the employee's ability to work independently, complete tasks timely and well and respond promptly to

communications while managing their time efficiently. Employees who do not meet these criteria should not be considered for working remotely on a regular basis.

Computer accessibility

If the employee does not have a GTU issued laptop, work may be performed on a personally owned computer. The use of a personally owned computer for doing GTU work is subject to approval by GTU IT and may require an employee to bring in their home computer for a security review. Regardless of work location, everything should be used from and saved to designated storage areas, whether those are local file shares, GTU Office 365/OneDrive or within a specific application (Sonis, PowerFacts, Dynamics, etc.). GTU is not required to supply a laptop to enable remote access, but may choose to do so in particular circumstances.

Review of remote work arrangements

Arrangements to work remotely are subject to review and revocation at any time based on changing job functions, specific needs of the department or other consideration of the supervisor. Revocation rationale must be reviewed by the Director of Human Resources prior to conversation with the employee.

Employees on a regular remote work arrangement may request review of any adjustments or revocation by the Director of Human Resources and the employee to which the supervisor reports.