

Telework/Remote Work (Work from Home) Guidance and Expectations: Iowa State University Online Instruction Period 2020

As has been previously reported, **Iowa State University is moving all classes online beginning Monday, March 23 and continuing through April 3, 2020.** The university will reassess the situation during the week of March 30. The period of online instruction may be extended if conditions warrant.

As a result, employees may request to work at a location away from campus while still satisfying the requirements of their position. Historically, employee requests to work from home on a regular basis were considered on a case-by-case basis, depending on the business needs of the work unit.

At this time, University offices and facilities remain open, with all employees otherwise working on campus expected to report to work as usual unless telework/remote work has been approved by the employee's direct supervisor. If an employee feels that their work can be conducted remotely, the employee must contact their direct supervisor to discuss available remote work options. It should be noted that not all work can be conducted from home. It is critical that the supervisor work closely with their employee to carefully assess their work responsibilities, expectations, work performance and other business considerations as necessary in order to determine if telecommuting is an option and would be successful.

Employees in positions identified as critical to University operations are expected to report to work as scheduled until otherwise notified by their supervisor. Telework/remote work must be approved by the employee's immediate supervisor before the employee initiates remote work.

During this time, we encourage managers to be flexible with employees who request to work from home. Employees are encouraged to use sick time off to rest and recuperate if they are sick.

Manager Considerations

- Employees who have recently (within the last 14 days) returned from a CDC Warning Level-3 Country;
- Employees whose work can be done remotely, without having the need to be on campus to perform the essential functions of their job, and the employee has a record of satisfactory performance;
- Employees who have University-owned equipment that enables them to work remotely (laptop, mobile device, etc.);
- Employees who have internet access from their remote location and either University-owned or personal computing equipment that can access University networks, systems and applications;
- Employees whose dependents are ill or do not have childcare (see more details in ***Telework Tips for Supervisors***);
- Employees whose roles are considered critical for the operation of the University are expected to continue to report to work as scheduled unless normal time off has been approved; and
- Review the ***Telework Frequently Asked Questions*** and ***Teleworking Tips for Supervisors*** documents linked below prior to any employee initiating telework/remote work and document the agreement by the supervisor for the employee to telework, which can be done by email. The employee and supervisor should discuss and agree on the following:
 - A work schedule that specifies remote work days, location and hours

- Required methods of communication specific to remote work (e.g., Webex, Teams, telephone)
- The duration of the remote working arrangement (limiting the duration of the agreement to the COVID-19 response period is recommended)
- Responsibility for remote work equipment
- Circumstances requiring on-site attendance
- Relevant policies and compliance such as data security and confidentiality, intellectual property, equipment liability, records retention and remote work expenses.

Nonexempt Employees and Fair Labor Standards Act Compliance

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) may be considered for remote work if the work is not required to be performed on campus. If approved for remote work, nonexempt employees continue to be required to report all hours worked by checking in and out of Workday and submitting their electronic time sheets. Remote employees will be held to the same standard of compliance as campus-based employees. The agreed-upon work schedule shall comply with FLSA regulations. For non-exempt employees, hours in excess of the regular work schedule must be pre-approved by the supervisor. Failure to comply with this requirement can result in the immediate termination of the remote work agreement.

Employee Expectations

Review the ***Teleworking Tips for Employees*** document linked below prior to initiating a request to telework. In addition,

- If telework/remote work is approved, employees working away from campus are expected to continue to satisfy the requirements of their position and
 - Prioritize work to meet deadlines; and
 - Meet performance expectations as they would if working on campus.
- All University policies and procedures related to employee conduct, workplace injuries, time and absence, etc. apply in the remote work environment.

For questions regarding the University's position on remote work during the COVID-19 response, please contact University Human Resources at HR_delivery@iastate.edu. **Related Resources and Policies:**

Telework Frequently Asked Questions: <https://www.hr.iastate.edu/node/558/attachment>

Communication Technology Policy:

<https://www.policy.iastate.edu/sites/default/files/resources/233/Policy-Communication%20Technology%202018-07-17%20SECURED.pdf>

Teleworking/Remote Working Tips for Supervisors: <https://www.hr.iastate.edu/node/1325/attachment>

Teleworking/Remote Working Tips for Employees: <https://www.hr.iastate.edu/node/1326/attachment>