

Policy Type: Administrative  
Applies to: Faculty, Staff, Administration

## POLICY DATES

Issued: 1/27/2021  
Revised: 1/31/2023  
Edited:  
Reviewed:

While the University of Mount Union believes that students and fellow employees can best be served when University employees are physically on campus, it also recognizes that flexible work arrangements such as remote work can be an important part of both meeting University needs and the needs of the employee under special circumstances. This policy applies to situations where an employee, who normally would perform their assigned job duties on campus, in-person, requests to perform some or all the employee's duties remotely for a temporary or an extended period of time.

The policy recognizes that certain FLSA-exempt professional employees routinely perform work remotely in addition to their on-campus work. These employees need not obtain permission to continue to engage in such incidental off-campus work duties but are expected to abide by the security and other guidelines set forth below.

Remote work is a work arrangement in which employees perform their regular and essential job responsibilities away from their primary business location on a full- or part-time basis. Remote work may not be appropriate or available for some staff members and some jobs. This is not a formal employee benefit or an entitlement at the University, rather, it is an alternative method of meeting the needs of the university and it also may provide flexibility in meeting the employee's needs. As such, a formal arrangement must be defined and approved by one's supervisor and/or Vice President in writing prior to the start of a remote assignment. The University of Mount Union has the right in its sole discretion to refuse to make working remotely available to an employee and to terminate a remote work arrangement at any time.

## Definitions

Term	Definition
Remote Work	Remote work is a working style that allows employees to work outside of a traditional office or classroom environment.

## Policy Details

Remote work is a mutually agreed upon arrangement between an employee and their supervisor. Any such arrangement will be approved based on the suitability of their job and an evaluation of their supervisor's ability to manage the employee remotely. Remote work arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance, focusing first on the needs of the University. An employee who is approved to work remotely must sign an agreement, the [Flexible / Remote Work Arrangement Request and Agreement](#), which details the understanding of this policy and the expectations of the position. Agreements must be reviewed at a minimum of once each semester.

An employee's compensation, benefits, work status, and work responsibilities will not change due to participating in remote work. However, the University is required to withhold Ohio municipal (i.e. city) income tax from the employee's wages based on the location in which the employee is performing services, including for employees working from home (remote) in municipalities that impose an income tax. If any employee will be working more than 20 days during the calendar year in a municipality, the University is required to withhold municipal income tax for that municipality. The employee must complete an Employee Disclosure of Alternative Work Locations in Ohio form if they work more than 20 days remotely in one year. This form is not a day-by-day tracker, rather an estimate of your work locations for the year. Occasional, short-term flexible arrangements authorized by a supervisor to permit remote work to accommodate

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University work does not require completion of this form unless it exceeds 20 workdays in a year. This form can be updated and submitted to Payroll at any time and must be updated when there is any change in a municipality in which work for Mount Union is conducted. There will be no retroactive adjustments.

The amount of time the employee is expected to work per day or pay period will not change because of participation in this program. Remote work arrangements must comply with federal, state and city laws and University policies that apply to employees at the University of Mount Union. The University is not obliged to assume responsibility for operating costs incurred by employees in the use of their homes under the remote work agreements (examples include but are not limited to increased electricity consumption, internet/data expenses, etc). Adequate internet connectivity is the responsibility of the employee.

The University may provide specific equipment for the employee to perform their current duties. The use of equipment, software, and data supplies when provided by the University for use at the remote work location is limited to authorized persons and for purposes relating to University business. If an employee uses personal equipment, it is their responsibility for maintenance and repair. The use of personal or home machines when accessing confidential, financial or PII (Personally Identifiable Information) of the University is strictly prohibited. Any University materials taken home must be kept in a secure work area to protect University property from theft, damage, or misuse. Employees must be available by phone and email during defined work hours. Employees who participate under the Remote Work Policy must be available for staff meetings, and other meetings deemed necessary by the supervisor/Vice President/President. The employee remains obligated to the University regarding all policies and procedures.

## PROCEDURE

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Remote work on such things as a short-term project, virtual training session, or email exchanges can be accomplished at home (or another venue) without the need for written permission under this policy. For other work done away from campus, especially for work done on a regular basis for a defined time period, a written request and agreement between the employee and their supervisor is required. Either the employee or the supervisor can suggest a remote work arrangement. If an employee and the supervisor agree upon a remote work arrangement that extends longer than two weeks, the Remote Work Arrangement request form must be completed and submitted to their respective Vice President for approval. Once approved, the signed form should be forwarded to the Office of Human Resources to be recorded and placed in the employee's personnel file.

Eligibility: Employees participating in a remote work arrangement must have a record of satisfactory performance, including satisfactory attendance. The employee, supervisor and/or VP, with the assistance of Human Resources if necessary, will evaluate the suitability of each request, reviewing the following areas:

- Employee suitability. Does the employee have a legitimate need and possess the work habits recognized as customarily appropriate for successful remote workers?
- Job responsibilities. Are the job responsibilities appropriate for a remote work arrangement?
- Logistics. Equipment needs, workspace design considerations and scheduling may have an impact on an employee's ability to work remotely.
- Work schedule. There should be an agreed upon work schedule that meets the needs of the department. The location of the remote work should also be confirmed. Is the employee permitted to work from any remote location or are they working from their official address of record?
- Tax and other legal implications. Payroll will be consulted prior to engaging the remote work arrangement to resolve any tax or legal implications under IRS, or state and local government laws, if the person resides outside of Ohio.
- This remote work arrangement is not to be viewed as a substitute for family care arrangements. Evaluation of remote work performance will include regular interaction by various modes of communication including but not limited to telephone, email, and virtual meetings between the employee and the supervisor to discuss work progress and to address any concerns.

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### Guidelines:

- Employees are not required to participate in this remote workday option.
- Selection of a particular remote workday needs to be consistent as much as possible, each week.
- If a holiday falls on the day of one's typical remote day, an additional day to work remotely that same week is not recommended
- The first week of any semester is exempt from working remotely, unless there is a needed circumstance.
- Events that require one's attendance (i.e. State of the University, employee recognition, compliance training, etc.) may be exempt from remote work.
- Offices must be staffed on campus each day, which may impact scheduled remote workdays.
- No additional equipment will be purchased for this work option.
- Remote work will be evaluated at the end of each semester by each department, in collaboration with the supervisor and vice president, to ensure continued success and outstanding service to our campus community

### Responsibilities

Position or Office	Responsibilities
Human Resources	

### Contacts

Subject	Office	Telephone	E-mail/URL
Director of Human Resources	Office of Human Resources	330.829.6560	<a href="mailto:humanresources@mountunion.edu">humanresources@mountunion.edu</a>

### History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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Revised: 1/31/2023

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