



Arkansas State University System Public Health Emergency Remote Work Policy

Effective March 16, 2020 – May 31, 2020

PURPOSE

This policy is established to ensure that all essential Arkansas State University System campus services remain available to those who depend on them. The purpose of this policy is to outline provisions covering remote work for employees of the ASU System during any Governor declared public health emergency.

SCOPE

This policy addresses an emergent situation and does not create a past practice or expectation of continuation of this policy outside of a public health emergency event.

POLICY

This policy is established to encourage social distancing during public health emergency events. During the applicability of a Governor's Executive Order, employees whose job duties may be performed by working remotely shall be allowed to do so after receiving approval from a Chancellor, or Chancellor's designee, from the ASU System institution.

Employment

If authorized to work remotely, the employee's duties, obligations, responsibilities, and conditions of employment will be unaffected by working remotely. Likewise, the employee's salary, retirement benefits, and insurance coverage will remain unchanged by the remote-work arrangement.

All work hours, overtime compensation, and leave usage must conform to Arkansas statutes, applicable federal laws, and to the terms otherwise agreed upon by the employee, supervisor, and institution. The employee authorized to work remotely must have the pre-approval of his or her supervisor and the institution before working overtime at a remote workplace.

As this policy is implemented to address public health emergency events, the employee authorized to work remotely shall not hold work-related meetings in person with staff, clients, students, the public, or professional colleagues at his or her residence.

Equipment and Supplies

The employee authorized to work remotely must have a cell phone and an available workspace with appropriate equipment and supplies to do the assigned work at the remote workplace. The employee authorized to work remotely is not required to provide equipment, but the institution may authorize the employee to use employee-owned computer hardware equipment, software, or other equipment deemed necessary to perform the assigned work at a remote workplace if resources are not available. The employee will not be reimbursed for any employee-owned equipment he or she uses, including, but not limited to, pens, paper, phones, computer software, computer hardware, modems, Wi-Fi network, or cables. Insurance for any employee-owned equipment is the responsibility of the employee.

Any equipment purchases to assist an employee authorized to work remotely must be related to the performance of the employee's specific job duties. Any new equipment purchases specific to working remotely under this policy must be approved by the supervisor prior to purchase.

Equipment provided to an employee shall remain the property of the ASU System institution and shall be returned upon the termination of an employee's participation in the remote work program. Additionally, the use of equipment, software, data, supplies, and furniture, if provided by an institution, is limited to use by authorized persons and for purposes related to university business only. The employee will be responsible for the security of all items furnished by the institution.

The employee authorized to work remotely shall obtain from the main office all supplies needed for work at the remote workplace. An inability to perform one's work because of a failure to obtain supplies is the responsibility of the employee and may result in the employee using leave for work not performed during work hours.

Remote Workspace

The employee authorized to work remotely must have an available workspace. The available workspace should be maintained in a safe condition, free of hazards that might endanger the employee or university equipment.

Expenses

The employee authorized to work remotely is responsible for the cost of maintenance, repair, and operation of personal equipment not provided by an ASU System institution. The employee will not be reimbursed for supplies regularly available at the main office, expenses for phone bills from a personal phone, or expenses for internet usage.

Federal and state tax implications of working remotely and the use of a home office are the responsibility of the employee.

Liability for Injuries While Working Remotely

Employees authorized to work remotely are covered under Arkansas's Workers' Compensation Law for injuries occurring in the course of the actual performance of official duties at the remote workplace, which shall be considered an extension of the Department during the agreed upon working hours.

The employee authorized to work remotely or someone acting on the employee's behalf shall immediately notify the employee's supervisor of any accident or injury that occurs at the remote workplace. The institution and the supervisor should then follow Arkansas's policies regarding the reporting of injuries for employees injured while at work. ASU System institutions are not liable for damages to the employee's personal or real property while the employee is working at the remote workplace.

Inspections

The employee's remote workplace is subject to an on-site inspection during normal work hours for the purpose of determining that the remote workplace is safe and free from hazards and to maintain, repair, inspect, or retrieve university-owned equipment, software, data, or supplies. The institution shall provide the employee authorized to work remotely at least two hours' notice prior to the inspection of the remote workplace.

Privacy, Confidentiality, and Other Applicable Statutes

Employees shall at all times comply with all applicable state and federal laws and regulations, as well as ASU System and campus policies and procedures, when handling documents and information, including when working remotely. If an employee has any concerns about his or her ability to comply with this section, the appropriate supervisor should be immediately contacted.

Discipline

Employees authorized to work remotely are still subject to all ASU System policies and any campus policies and procedures.