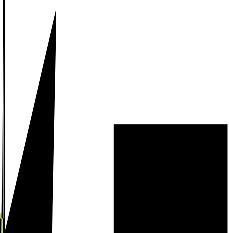- Will it be possible for the employee to collaborate effectively with the employee's team and other University areas from their remote location?
- Does the employee have the necessary equipment and software to work remotely?
- What are the conditions of the employee's proposed remote workspace?
- Does the employee have the requisite work habits, such as reliability, responsiveness and ability to work independently, to successfully work remotely?
- How close is the employee's proposed remote workspace to the campus, especially if their physical presence on campus may be required from time to time?

If the employee and Department Head agree on a remote work arrangement, both of them must complete the Flexible or Remote Work Application, available in Human Resources, and submit a copy to Human Resources for review and final approval.

REMOTE WORK ELEMENTS

Environment

It is the responsibility of the employee to designate a remote workspace. No work should be performed outside of this designated workspace. The designated work location must meet OSHA safety rules for the workplace including smoke detector; working fire extinguisher; clear, unobstructed exits; removal of hazards that could cause falls; adequate electrical circuitry; and appropriate furniture. The University is not responsible for costs associated with the setup of this remote workspace, such as remodeling, furniture or lighting, or otherwise to meet OSHA safety rules.

Homeowner's and other insurance and any changes in rates or coverage due to the remote workspace are the responsibility of the employee. Any increase in the employee's home utility is the responsibility of the employee.

If, while working from a designated workspace, the employee experiences technical issues with their equipment or internet access that prevent the employee from working remotely, the employee should immediately notify their Department Head to ensure coverage of the work and to get support for the issue as appropriate. Interruptions to work caused by internet outages may require the employee (as determined by their Department Head) to work from the campus or an alternate location for the remainder of the day, or until the outage is fi

Checklist to ensure that employee performance will not suffer in remote work arrangements:

- Quiet and distraction-free working space.
- Adequate internet connection.
- Dedicate full attention to job duties during working hours.
- Adhere to break and attendance schedules agreed upon with the Department Head.
- Ensure schedules overlap with those of their team members for as long as is necessary to complete job dutipo nfe3ETex9 (s ov)29 (e)09 (r)9.9 (l)-52(a)-29 (p w)-94i)48t)-B4h t)-B4h)1.9 (o)-98e)-12%e w)5927d( )TjEMC 6i (a)-2B tTm30,89Tr

Specific Remote Work Policies

Remote employees are expected to adhere to the provisions set forth in this policy, as well as to the following remote work policies:

- It is generally expected that remote employees will appear on screen during Teams, Zoom, and other video meetings unless unforeseen bandwidth disruptions require that video be suspended. (Remote workers should ensure that they generally have sufficient bandwidth for video meetings.)
- Remote employees must dress appropriately while visible on meetings
- There should generally be no interruptions during meetings (such as by pets and children). If disruptions do occur, the employee should mute their mic and turn off the camera to resolve the matter as quickly as possible.
- Remote employees should choose appropriate backgrounds for meetings. (When in doubt, they consult with their Department Head.)
- At times, the employee may be required to work on site for meetings, events and other situations deemed necessary by their Department Head, or for emergency situations. They will not be entitled to reimbursement for travel expenses.
- The employee must provide reasonable prior notice to their Department Head if they are moving or changing work locations, and the Department Head and Human Resources must confirm the continuation of the remote work arrangement at the new location.

Regular Communication and Work Hours

Because remote employees are not working in physical proximity to team members, they should err on the side of over-communication. Teams, email, phone calls, and other communication channels are available

Department Heads will also have expectations for communication and response times. Employees and Department Heads must review and understand these expectations prior to beginning the arrangement.

It is generally expected that work hours comply with Eastern Standard Time (New York time). For those working in different time zones or in other countries, any deviation must be set in advance with their Department Head.

Equipment and Supplies

Remote employees may be reimbursed for reasonable office supplies as long as the expenditure was pre-approved by their Department Head and is in accordance with University policy and departmental budgets.

From time to time in its sole discretion, the University may decide to issue an employee a University-owned device to use for remote work purposes. These devices are the property of the University and may be reviewed and monitored by University personnel at any time without employee permission.

Employees are expected to know and comply with all policies about the use of software and devices in the appropriate ITS handbook available here: **www.yu.edu/sites/default/files/inline-files/ITS%20handbook%20-%20Admin%20 Faculty %20and%20Staff.pdf**

Employees in possession of University resources may not allow any other person (including family members) access to the assigned device unless that person is specifically authorized by the University to access such device. Devices may not be used for personal use, except to the extent described in the ITS handbooks. Employees are responsible for the physical security of all ITS resources in a manner consistent with their function and so as to minimize the possibility of damage and/or loss. Employees must report the loss of device or possible security breaches immediately to the ITS Helpdesk and complete the appropriate documentation that will be provided.

Only ITS is authorized to dispose of University-owned electronic resources. Upon termination of employment, or sooner if requested by the University, the employee must return the ITS resources in person or by approved carriers within seven (7) work days of their last day of work.

In some cases, remote employees may have to provide their own equipment. When using personal equipment or devices for University work, employees must comply with the University's Bring Your Own Device (BYOD) Policy available on the ITS website.

Security and Confidentiality

All employees are responsible for keeping documents, sensitive business data, confidential information, personal information and other work-related materials confidential and secure in their remote work location. As always, employees are expected to comply with the guidelines of proper use of information technology. No work may be performed on a public internet connection. Employees must comply with the password policies described in the IT handbooks and may not disclose passwords to anyone. Employees must use the University email client for University communications. Employees must report security breaches immediately to **infosec@yu.edu**

Performance Expectations

The performance expectations for a remote employee are no different than for an in-office employee. Employees and Department Heads should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Compensation and Benefits
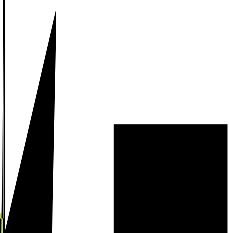
Safety/Security Checklist

GENERAL

- ☐ Lighting adequate for assigned tasks
- ☐ Cords, cables or other items are arranged to prevent a tripping hazard
- ☐ The workstation is arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.
- ☐ Workstation chair is adjustable
  - Exertion (lifting, carrying, moving) are within physical capacity. Use proper lifting techniques, lift objects by bending the knee and keeping the load close to the body rather than using the back
  - Break up long periods of continuous activity by changing position, changing tasks or stretching
  - Work area is child and pet proof

FIRE

- ☐ Fire exits are clearly defined and unobstructed
- ☐ There is a charged and accessible dry chemical fire extinguisher
- ☐ There is a working smoke detector covering the designated workspace
- ☐ There is a working carbon monoxide detector covering the designated workspace
- ☐ The workspace is kept clean from trash or other combustible materials

ELECTRICAL

- ☐ Sufficient electrical outlets are accessible
- ☐ Computer equipment is connected to a surge protector
- ☐ Electrical system is adequate for office equipment
- ☐ All electrical plugs, cords, outlets, and panels are in good condition. There is no exposed/damaged wiring
- ☐ Equipment is placed close to electrical outlets
- ☐ Extension cords and power strips are not daisy-chained, and no permanent extension cord is in use Equipment is turned off when not in use
- ☐ Three wire grounded outlets or circuit breaker power strips are used

OTHER

- ☐ Files and data are secure as approved by Information Security Department
- ☐ Materials and equipment are in a secure place that can be protected from damage and misuse
- ☐ Employee maintains an inventory of all University equipment in the remote workspace including serial numbers

UPDATED 5/17/22