

RWU Alternate Work Arrangements Policy

This Remote Work Temporary Policy Change outlines eligibility, procedures and expectations regarding staff members working remotely. However, working remotely can be an appropriate option for staff members in extraordinary circumstances, such as during the current outbreak of Coronavirus Disease (COVID-19), which fall outside of the AWAP for a limited period of time. To the extent practicable, employees should be given flexibility in either being granted approved leaves from work or working remotely for legitimate reasons (for example, self-isolation due to travel, caring for children during school closures, elderly family members, and those at risk with weakened immune systems, among others). Staff members who seek to work remotely must receive prior approval from their supervisor(s) before starting a remote assignment.

1. Eligibility for Working Remotely

Supervisors are strongly encouraged to allow as much of their staff as possible to work remotely on a short-term basis during the outbreak. Supervisors are responsible for ensuring that their departments perform critical work functions in order to care for the RWU community and maintain operations to the appropriate extent communicated by the University; flexibility may be given to non-essential work.

Typical eligibility criteria for working remotely (for example, one year of service, exempt employees only) do not apply in crisis and emergency circumstances.

Supervisors should regularly communicate with their staff regarding the fluidity of such situations, as well as changing business needs (such as the need to report to campus). Supervisors or employees may revoke working remotely at any time and for any reason.

2. Expectations for All Staff

Staff members who work remotely are responsible to fulfill the expectations agreed upon with their supervisor regarding the scope of their remote work assignment, such as:

- Duties and responsibilities.
- Hours of work (accurately recording work hours, adhering to established schedules, observing established rest/meal breaks, seeking advance supervisory approval before working overtime, and other wage and hour requirements still apply). Note: Please see email sent on Tuesday, 3/17, or contact Payroll for instructions on proper recording of time while remote in ADP Mobile for all employees and the ADP ETime website.
- Hours of availability to communicate regarding University business.
- Communication of work assignments and personal needs, including reporting absences of work due to injury, illness or caring for a family member.
- The use of University equipment and materials.
- Appropriately complete their timecard.

- Protect University information and assets by following Information Technology policies - with particular attention to:
 - Written Information Security Policy: Limit access to RWU computer; only authorized individuals with a restricted password should use the device. Non-electronic records that contain information classified as Protected or Sensitive are required to be stored in a locked room or cabinet. Non-mobile devices, such as desktop computers, require manager approval before relocating the device to a remote work location.
 - Data Storage Policy: Ensure proper safeguards for maintaining, transmitting and storing personal information. Computers that store Protected or Sensitive files must have encrypted drives and use a secure VPN network connection. Protected and Sensitive files are not allowed on personal share drives or personal cloud storage. All files meeting the University's Protected and Sensitive classification should only be stored on restricted department share drives.
 - Please visit the RWU-IT website for additional remote working resources or Media Tech's knowledge base for VPN request forms or how to create a restricted department share drive.

- Maintain a safe environment in which to work.

Short-term remote work in extraordinary circumstances does not change the basic terms and conditions of employment with the University. Remote work assignments do not change a staff member's classification, compensation or benefits. The accrual and charging of leave time is subject to the same policies and procedures applicable to non-remote working staff members.

Please call Human Resources at (401) 254-3797 if you have any questions.

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