



Telecommuting Policy and Procedure for Remote Work		<i>Department:</i> Human Resources	
		<i>APP No.</i>	
<i>Department Vice President:</i> Vice President for Finance & Administration/CFO	<i>Revised:</i> 1-25-2022	<i>Original Effective Date:</i> January 1, 2022	Page 1
<i>Subject:</i> The Linfield University Telecommuting Policy addresses the appropriate procedure to allow staff a flexible work option to work remotely in Oregon only when it serves the needs of the University.		<i>Applicable Divisions:</i> All	

PURPOSE

Linfield University is a residential University where students may live, work, and learn on campus. The engaging, in-person student experience and the community of support is a major component of the Linfield education. Staff play a critical role in supporting the growth, sense of belonging, and success of students: supporting faculty and one another; and sustaining a strong community of teaching and learning that go well beyond the classroom. Given Linfield’s mission, most staff will work in-person on both campuses, while others, depending on their position and the nature of their work, may work in a hybrid fashion--a combination of in-person and remote work- within the parameters of this policy

INTRODUCTION

Telecommuting is a flexible work arrangement under which a staff member performs the duties and responsibilities of their position from a site off campus within Oregon state, typically from home. Linfield considers telecommuting to be a viable, flexible work option when it serves the needs of the department and university and the work demands are suitable to such an arrangement as determined by the manager/supervisor with the approval of the department head and the divisional Vice President/Provost.

Telecommuting may be appropriate for some jobs but not for others. Telecommuting requests will be carefully considered the university’s mission as a residential campus that values in-person engagement and a strong sense of community. Telecommuting is not an entitlement, it is not an institutional benefit, and it in no way changes the terms and conditions of employment with Linfield University. Telecommuting allows employees to work remotely only in the state of Oregon.

PROCEDURES

Telecommuting is a formal set schedule of working remotely as described below. Either an employee or manager/supervisor can suggest telecommuting as a possible work arrangement.

All telecommuting arrangements made will be on a trial basis for the first three (3) months and may be discontinued at any time at the request of either the employee or the university. Based on the success of the trial period, the arrangement determination by the manager/supervisor will be made to continue.

To the greatest extent possible, every effort will be made to provide a 14-day advance notice to any change(s) to any telecommuting agreement. There may be instances, however, when no notice is possible.

ELIGIBILITY AND APPROVAL

Employees requesting formal telecommuting arrangements must be employed with the university for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance. Exceptions to this may be considered to this provision following written request and consultation with the division vice president. Employees may request a formal telecommuting arrangement by completing and submitting a [Telecommuting Agreement](#).

All telecommuting agreements must be approved, and official approval notification from the Office of Human Resources received before employees engage in remote work. Any time taken prior to the official approval will be unauthorized remote work and PTO time must be taken.

Before entering into any telecommuting agreement, the manager/supervisor, in collaboration with the Office of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Department needs:**
 - The employee and manager/supervisor will discuss the impact of the potential telecommuting arrangement on the department. There may be a limit to the number of approved telecommuting arrangement within a department given the in-person service needs and the overall department and university needs consistent with Linfield's mission, strategic initiative, and goals.
- **Employee suitability:**
 - The employee and manager/supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- **Job responsibilities:**
 - The employee and manager/supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

- **Physical space and equipment need:**
 - The employee and manager/supervisor will review the appropriate physical workspace needs and the equipment needs, including internet, phone, equipment, software to ensure compliance with university expectation.
- **Schedule:**
 - The working days and hours of all telecommuting agreement will be the same as the normal business days and hours of the University, Monday-Friday 8:00am to 5:00 pm with an hour for lunch. Unless approved in advance, employee will be available and reachable during the university's business hours and any other temporary work schedule will be appropriately communicated with colleagues and constituents.
- **Communication:**
 - The employee and manager/supervisor will discuss the expectation to communicate at a level consistent with staff members working on campus or in a manner and frequency which is appropriate for the position. Evaluation of telework performance will include regular interaction by virtual meetings, phone and or e-mail between the employee and the manager/supervisor.
- **Tax and other legal implications:**
 - The employee must determine any tax or legal implications under IRS, federal, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area resides solely with the employee.

If the employee and manager/supervisor working with the Office of Human Resources determine remote work maybe a viable option, a draft telecommuting agreement will be prepared and presented to the appropriate Division Vice President for consideration.

The vice president working with the manager/supervisor will consider how this arrangement will impact the ability to perform the university's mission critical functions and how this will affect the overall performance of the division. Based on that discussion the telecommuting agreement will be approved or denied. The employee is notified of the decision in writing by their manager/supervisor.

Evaluation of employee's performance during the three (3) month trial period will include regular interaction by telephone and e-mail between the employee and the manager/supervisor, as well as weekly face-to-face meetings to discuss work progress and problems. At the end of the three (3) month trial period, the employee and manager/supervisor will each complete a written evaluation of the arrangement and make recommendations to continue, discontinue or modify. Evaluation of employee's performance beyond the three (3) month trial period will be consistent with that received by employees not working remotely in content and frequency. Focus will be on timely output, deliverables, and completion of objectives.

An appropriate level of communication between the employee and manager/supervisor will be agreed to as part of the discussion process and will be more formal during the three (3) month trial period. After conclusion of the trial period, the manager/supervisor and employee will

communicate at a level consistent with employees working at the on-campus workspace or in a manner and frequency that is appropriate for the job and the individuals involved.

EQUIPMENT

The university will determine, with information supplied by the employee and the manager/supervisor, the appropriate equipment needs to perform the functions of the position. The Office of Human Resources and Information Technology Services departments will serve as a resource. Equipment supplied by the university will be maintained by the Linfield. Equipment supplied by the employee, if deemed appropriate by the university, will be maintained by the employee. The university accepts no responsibility for damage or repairs to employee-owned equipment. Linfield reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the university is to be used for business purposes only. The employee must sign an inventory of all Linfield property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment or discontinuance of telecommunicating agreement, all university property will be returned to the university.

Linfield University will provide the employee access to the appropriate office supplies such as pens, paper, etc.

The employee will establish an appropriate work environment within their home for performing the required tasks of their position at their own expense. The university will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

PHYSICAL AND DATA SECURITY

Consistent with the university's expectations of information security for employees working at an on-campus work location, telecommuting employees will be expected to ensure the protection of proprietary university and customer, student, and employee information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Reference ITS website *Data Protection and Data Classification Policy*: [Data Protection Policy](#) and [Data Classification Policy](#)

SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Linfield University will provide each telecommuter with [Home Safety Checklist](#) that must be completed at least *twice* per year. Injuries sustained by the employee at the remote location in conjunction with their regular duties are normally covered by the universities workers compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable.

Telecommuting is not a replacement for dependent or elder care. The focus of the arrangement must be on job performance and meeting the university expectations.

TIME WORKED

All non-exempt telecommuting employees will be required to accurately record all hours worked using Linfield’s time record keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee’s manager/supervisor. Failure to comply with this requirement will result in the immediate termination of the telecommuting agreement.

INFORMAL TELECOMMUNITING ARRANGEMENTS

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of Linfield University.

Temporary telecommuting arrangements may be approved for circumstances such as a special project. These arrangements are approved by the manager/supervisor, division vice president, and director of human resources on an as-needed basis only, with no expectation of ongoing continuance.

The temporary telecommuting agreements must be approved, and official approval notification from the Office of Human Resources received before employees engage in remote work. Any time taken prior to the official approval will be unauthorized remote work and PTO time must be taken.

Policy Review:

This policy will be reviewed annually

Date Issued: 01-01-2022

Date Last Revised: 1/25/2022

Responsible Executive:

Vice President for Finance and Administration

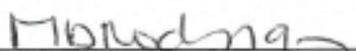
Responsible Office:

Director of Human Resources



Date: 12-09-2021

Director, Human Resources



Date: 01/25/2022

Vice President, Finance and Administration

This policy is effective immediately and supersedes all previous editions.