SEHD FlexPlace (Work from Home) Policy

Purpose: This policy addresses issues related to employees working from home on a regular basis. Flex place is an alternate method of meeting the needs of the employer and employee by allowing the employee to work away from the regular office. Participation is voluntary and subject to the employer's approval. Participation is not an employee right and can be discontinued at any time for business reasons.

The decision on allowing or requiring a SEHD employee to work from home will consider the following factors:

1. Responsibility for purchases of work materials and equipment

   If the SEHD space needs necessitate, we may ask certain individuals to work from home on a full-time basis. In this case, computer equipment, internet access etc. will be purchased by the SEHD and will remain the property of the University. If the employee will work from home other than on a full-time basis, internet access and phone service will be purchased by the employee and the employee will not be reimbursed for these expenses. Hardware and software may or may not be purchased by SEHD for the employee’s use at home depending on the circumstance.

2. Capability of performing job duties from home

   The job duties must be such that working from home allows work duties to be completed. Positions that require regular meetings with students or faculty are not positions that would be eligible for this option, unless arrangements are made so that student and faculty assistance can still be obtained during their absence. Reception work is another example of a position that is not appropriate for a flex place agreement. The employee must check email regularly and be available for phone communication throughout the day as if they were working in the office.

3. Suitable home environment

   The environment must be conducive to work. Therefore, the employee cannot provide primary care during work hours for children (under the age of 15) or elders who would otherwise require a provider’s care. Formal care arrangements should be maintained during working hours at an alternate location. WHEN REQUESTING TO WORK FROM HOME, YOU MUST PROVIDE A STATEMENT DESCRIBING HOW CHILD CARE WILL BE PROVIDED AT AN ALTERNATE LOCATION DURING THE SCHOOL YEAR AND DURING THE SUMMER FOR CHILDREN YOU HAVE UNDER THE AGE OF 16.
4. **Safe home environment**

If this is a full-time arrangement, the employee must agree to a home inspection prior to the initiation of a flex-place agreement to ensure that it is a safe environment to work in.

5. **Necessary tools at home**

Depending on the job duties, the employee must have (at a minimum) access to email and phone service. They must have a computer and any other equipment that would allow them to do their job effectively.

6. **Approval and filing of the agreement**

The flexplace agreement must be approved on an annual basis during the annual evaluation process and the agreement must be filed in the SEHD HR office. In addition, if supervision changes, the new supervisor must agree to the plan and a new agreement must be signed and on file with the SEHD HR office. The agreement can be revoked at any time by the employer and/or employee if it is a voluntary agreement. If working from home was a condition of employment and the employee can no longer maintain home as a workplace, this may mean that the employee may be terminated. A flex-place agreement must be on file with the HR office before the employee is allowed to work from home.

7. **Accountability and work records**

An employee work record must be maintained that will include the following items which should be available to the SEHD HR Office at all times:

- What tasks were accomplished and the time involved.
- This work record will be available to the supervisor when requested at all times.

If an employee is taking leave time on a day that they normally work from home, this must be requested ahead of time and this information should be available to co-workers and supervisor just as if the employee were working in the office. When an employee is away from their university office for any length of time, (other than the normal lunch and work breaks) their location & date of return should be noted on a whiteboard on their door or on a group calendar in the work area. If working from home, this should be noted on the office whiteboard as well as who in the office can assist someone needing help in their absence, if necessary. Notification of scheduled or unscheduled leave or other times away from the office should be given to someone at the office (and to someone in the contingent work area) so that this may be posted.