Statement

The University of North Alabama’s first priority is our commitment to protecting the health and safety of our students, faculty, and staff. In light of the University’s shift to remote instruction for students and some temporary remote work arrangements for faculty and staff, following are guidelines that have been developed to set expectations and provide guidance on proposed and approved remote work arrangements.

Guidance for Employee Teleworking

This guidance is for temporary telework arrangements employed, effective Tuesday, March 17, 2020, in response to the COVID-19 crisis. As a business necessity, essential and nonessential employees may request to work and conduct business off-campus at their home or other appropriate locations.

Requirements to establish and maintain a telework arrangement:

- Employees who request to telework at an alternate location will be required to designate the alternate workplace appropriate for the completion of their job duties. This may include the employee’s home or other isolated workspaces. To make such request, employee must complete the Temporary Telework Request Form.
- Employees approved by their supervisor and appropriate Executive Council representative to telework (via the above-referenced form) may do so but must immediately return to their regular work location when directed by the University either for a short visit or to resume regular operations.
- Employees approved for a telework arrangement must maintain regular office hours and should maintain reasonable proximity to the approved location and campus.

The following sections provide guidance to teleworking employees and supervisors of teleworking employees:

Hours of Work and Leave

A teleworking employee is expected to maintain his/her same work schedule (normal University business hours), same level of availability, levels of production, and quality of work as though he/she was still working at the primary worksite.

Teleworking may not be used solely for child or adult care or to perform other personal business during work hours, or for any purpose for which leave should be requested. If an employee is tending to a dependent child or adult and not performing official duties, the employee must take leave as appropriate.

Should circumstances arise whereby an employee cannot work at the alternate work location, i.e., loss of electricity, home emergencies, etc., the employee must contact his/her supervisor to arrange alternate plans for accomplishing his/her duties.

Responsibilities of Teleworking Supervisors

Supervisors whose employees are teleworking shall be responsible for the following:

- Establish expectations for and monitoring of employee performance;
- Ensure that the employee has the appropriate access to telework;
- Establish how the teleworker will maintain regular contact with office coworkers and supervisors;
- Determine how the department will handle restricted access materials, security issues, and ensure that electronic and paper records are properly secured and returned;
• Ensure that practices are consistent and compliant with state and university procedure and state and federal law in the use of technology;
• Ensure that individual work schedules and reporting for non-exempt employees comply with FLSA regulations and university procedure.

**Responsibilities of Teleworkers**

Employees who telework shall follow all guidelines of this procedure when working in the alternate work location.

• Inform supervisor if there is any change to the reported, approved work location identified above;
• Consistently meet all performance expectations and standards set forth and agreed upon by their supervisor;
• Maintain satisfactory records, attendance, and conduct;
• Follow all agreed-upon regulations concerning communication and reporting expectations;
• Follow all agreed-upon regulations concerning working hours, maintenance of equipment, etc.

Please continue to monitor emails from the University as the situation may change at any time.