



## REMOTE WORK POLICY

Policy #: 4.022  
Responsible VP: VP for  
Finance and Treasurer  
Responsible Office:  
Human Resources  
Approved By: President/  
President's Cabinet  
Approved: 12/18/2020  
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### **1. Objective**

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Molloy University is committed to providing in-person instruction and support to students while maintaining a close-knit, collaborative, and supportive work environment. Molloy University's campus and other sites are the primary workplace for most employees.

Molloy is also committed to providing employees with a flexible and responsive work environment that supports employee engagement, productivity, job satisfaction, autonomy, and a healthy work-life balance. The University recognizes that all work does not need to be done on campus, and that the need for employees to be present on campus for their entire work schedule will vary based upon student, operational and other requirements of their department and position. Working remotely can provide beneficial flexibility to employees, while decreasing the need for parking, reducing commuting time, traffic congestion, and air pollution.

Service to Molloy's students is paramount in the decisions regarding remote work.

### **2. Scope**

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This policy applies to both temporary and permanent telecommuting, flexible and remote work arrangements for all employees who do not meet the following criteria:

- are covered under a collective bargaining agreement
- are designated as essential employees
- are covered by an employment agreement or similar contract with the University

### **3. Policy**

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Working remotely is an arrangement in which some or all of the work is performed remotely. In general, regularly scheduled hours are worked and any schedule changes will require supervisor approval. When clearly outlined and executed, remote work plans can prove beneficial to employees and the university.

#### **3.1 Conditions Necessary to Establish a Remote Work Arrangement**

All of the following must be met:

- There is a mutual agreement between supervisor and employee and approved by the area Dean, if applicable, and Vice President.
- Documentation defined below is developed with the involvement of the Office of Human Resources:
- All or significant components of the work can be done at remotely.
- Operational needs of the department and University are met

Either the supervisor or the employee can initiate a request to establish a remote work arrangement. Both must then agree on the establishment of the remote work arrangement before it can proceed. The agreement must be approved by the area Vice President. To be eligible for remote work, the employee's remote work location must be in New York State. The area Vice President must approve if outside New York State and notify the Controller.

### **3.2 Appropriateness of a Remote Work Arrangement**

No University employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions by nature of their responsibilities are ineligible for remote work. Appropriate arrangements include:

- The University determines that the work to be performed is best conducted remotely on either a temporary or permanent basis.
- The employee is recovering from some medical condition but sufficiently recovered to perform the assignments in a remote model. A medical certificate must be presented and validated if this in this case.
- The employee and supervisor mutually agree to situations where productivity would be enhanced and the area Vice-President or designee must approve.

### **3.3 Documentation Required**

A document should be prepared and submitted to Human Resources which must include:

- A brief description of the work to be accomplished remotely.
- The dates for working remotely and the daily work hours.
- A telephone number where the employee can be reached during the work schedule.

Remote work arrangements should not be implemented until Human Resources has reviewed the documentation to ensure compliance with University policy and all applicable Federal, State, and local laws. Upon completion of the review, Human Resources will contact the employee's Vice President to inform them that either the remote arrangement can begin or that changes need to be made to ensure compliance.

Any changes to an employee's remote/hybrid arrangements must be submitted to Human Resources for review.

### 3.4 Eligibility

Several questions/factors should be considered when determining whether an employee is eligible for remote work. Among them are the following:

- Will the quality and productivity of the work be adversely affected?
- Does the position necessitate regular in-person interaction with students, colleagues, clients or other critical University stakeholders?
- Does the position require immediate access to documents, information, or equipment available only at a campus location?
- Can the individual be adequately supervised under a remote or hybrid work arrangement?
- Can performance be measured by results-oriented standards as opposed to time spent on the job?

Only those instances where, after careful consideration by the Vice-President, in consultation with employee, supervisor, and Human Resources, it is determined that the position satisfactorily speaks to the questions/factors above, will a remote work arrangement be approved.

### 3.5 Training and Test/Assessment

Employees who work remotely/hybrid will at times be expected to participate in training/professional development. Such training/professional development may be conducted in person or online via LinkedIn Learning, Safe Colleges, or similar delivery platform.

### 3.6 Technology Provisioning

- Upon Human Resources approval, Molloy IT will work with the supervisor and employee to determine the appropriate equipment needs for each remote work arrangement.
- Depending upon the specific needs of the position, employees working remotely will be provided with either a desktop computer (including standard monitor, keyboard, and mouse) or a laptop computer.
- Additional technology equipment requests made by the employee and/or supervisor will be evaluated on a case by case basis.
- Computer equipment supplied by the University will be owned and maintained by the University and is to be used for University purposes only.
- Remote work arrangements require the employee to care for and secure University owned equipment. All University owned equipment should be handled with care and kept away from potential damage.

**Molloy IT reserves the right to make determinations as to the appropriate equipment and is subject to change as necessary.**

### 3.7 General Guidelines:

- The employee's conditions of employment remain the same as for non-remote employees. Employee salary, benefits, and employer-sponsored insurance

coverage will not change as a result of a remote work arrangement.

- The employee shall adhere to all policies, rules, and regulations of the University while working remotely.
- Supervisors will clearly articulate procedures for check-in times and hours of availability.
- Employees are expected to respond to telephone inquiries made to their University provided telephone number. As such, employees working remotely must either utilize a software-based telephone system provided by the University, or if necessary, forward their office telephone extension to a telephone number used while working remotely.
- The employee agrees not to conduct personal or non-Molloy business while in official duty status at the remote workplace.
- The employee must complete assigned work according to established procedures and/or determined timeframes.
- Regular feedback and communication should occur with the employee during the work remote arrangement.
- The employee will provide progress reports on a regular basis outlining work completed and work in progress as requested.
- Hours worked and/or benefit usage is reported on the appropriate time sheets. Any hours worked in excess of the employee's regular schedule will require the advance approval of the supervisor. Timecard must indicate Remote work
- The security and confidentiality of university records must be maintained, sensitive data should not be placed on a personal computer or device, but instead should be accessed via secure remote access technology.
- Remote-work employees may be required to sign a form acknowledging financial responsibility for university equipment damaged, stolen or destroyed while in their possession. Remote-work employees are required to immediately report any damage to university equipment to their immediate supervisor.
- Remote-work employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. If an injury occurs during teleworking hours, then the employee shall immediately report the injury to the supervisor and human resources.

### **3.8 Video Conferencing Guidelines:**

Employees working remotely will be expected to use video conferencing software for meetings with other members of the Molloy community, as well as with external constituents when appropriate. Examples of video conferencing software include but are not limited to, Zoom, Teams, WebEx, etc. Molloy IT will determine which video conferencing software the University will support. Additionally, Technology Learning Services (TLS) will make documentation and training videos available to Employees regarding how to utilize video conferencing software and best practices for video conference meetings.

