

**Arkansas Tech University
Public Health Emergency Remote Work Policy
(Adopted from the State of Arkansas Public Health Emergency Remote Work Policy)**

PURPOSE

This policy is established to ensure that all essential university services remain available to those who depend on them. The purpose of this policy is to outline provisions covering remote work for employees of Arkansas Tech University during any governor-declared public health emergency.

SCOPE

This policy addresses an emergent situation and does not create a past practice or expectation of continuation of this policy outside of a public health emergency event.

POLICY

This policy is established to encourage social distancing during public health emergency events. During the applicability of a governor's executive order, employees whose job duties may be performed by working remotely shall be allowed to do so after receiving approval from their supervisor.

Employment

If authorized to work remotely, the employee's duties, obligations, responsibilities and conditions of employment with the university will be unaffected by working remotely. Likewise, the employee's salary, retirement benefits and health insurance coverage will remain unchanged by the remote-work arrangement.

All work hours, overtime compensation and leave usage must conform to Arkansas statutes, applicable federal laws and to the terms otherwise agreed upon by the employee and supervisor. The employee authorized to work remotely must have the written pre-approval of their supervisor before working overtime at a remote workplace.

As this policy is implemented to address public health emergency events, the employee authorized to work remotely shall not hold work-related meetings in person with staff, clients, students, the public or professional colleagues at their residence.

Equipment and Supplies

The employee authorized to work remotely must have a phone and an available workspace with appropriate equipment and supplies to do the assigned work at the remote workplace. The employee authorized to work remotely is not required to provide equipment, but the university may authorize the employee to use university-owned computer hardware equipment, software or other equipment deemed necessary to perform the assigned work at a remote workplace if resources are not available. The employee will not be reimbursed for any employee-owned equipment they use, including, but not limited to: pens, paper, phones, computer software, computer hardware, modems, Wi-Fi network or cables. Insurance for any employee-owned equipment is the responsibility of the employee.

Any equipment purchases to assist an employee authorized to work remotely must be related to the performance of the employee's specific job duties. Any new equipment purchases specific to working

remotely under this policy must be approved by the supervisor of the department in writing prior to purchase it be eligible for reimbursement.

Department equipment provided to an employee shall be used for work purposes only, shall remain the property of the university and shall be returned to the university upon the termination of an employee's participation in the remote work program. Additionally, the use of equipment, software, data, supplies and furniture, if provided by the university, is limited to use by authorized persons and for purposes related to university business only. The employee will be responsible for the security of all items furnished by the university.

The employee authorized to work remotely shall obtain from the department supplies needed for work at the remote workplace. An inability to perform one's work because of a failure to obtain supplies is the responsibility of the employee and may result in the employee using leave for work not performed during work hours.

Remote Workspace

The employee authorized to work remotely must have an available workspace. The available workspace should be maintained in a safe condition, free of hazards that might endanger the employee or university equipment.

Expenses

The employee authorized to work remotely is responsible for the cost of maintenance, repair and operation of personal equipment not provided by the university. The employee will not be reimbursed for supplies regularly available at the department office, expenses for phone bills from a personal phone or expenses for internet usage, unless written approval is obtained from their vice president or president.

Federal and state tax implications of working remotely and the use of a home office are the responsibility of the employee.

Liability for Injuries While Working Remotely

Employees authorized to work remotely are covered under Arkansas workers' compensation law for injuries occurring in the course of the actual performance of official duties at the remote workplace, which shall be considered an extension of the university during the agreed upon working hours.

The employee authorized to work remotely or someone acting on the employee's behalf shall immediately notify the employee's supervisor of any accident or injury that occurs at the remote workplace. The university and the supervisor should then follow Arkansas's policies regarding the reporting of injuries for employee injured while at work. The university is not liable for damages to the employee's personal or real property while the employee is working at the remote workplace.

Privacy, Confidentiality, and Other Applicable Statutes

The employee and the university shall institute appropriate safeguards to secure confidential data and information. The employee must still comply with the Privacy Act, the Health Insurance Portability and Accountability Act, the Arkansas Personal Information Protection Act, Freedom of Information Act or other state or federal laws, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), when handling documents and information, including when working remotely. When considering confidentiality, be mindful that public records in the possession of university employees

acting within the scope of their employment, including hard copy documents as well as electronic messages (e-mail, texts, etc.), remain subject to the Freedom of Information Act (FOIA) even though the employee is working remotely.

Discipline

Employee authorized to work remotely are still subject to their respective Arkansas Tech University Handbook, disciplinary policies and drug and alcohol policies, among other personnel policies.