With the new academic year starting, we would like to offer the use of a hybrid remote work option on a trial basis for the fall semester. This will enable administration to learn more about what works and what does not work in our large and diverse workforce.

Managers wishing to explore this option for their employees should first get approval from their VP/Dean or equivalent before discussing with your employees.

For some areas, this flexibility can begin as early as September 1, and should end no later than December 31, 2022.  It is recommended all options be reviewed on a semester basis to ensure the arrangements are beneficial to the employee and to the department. All options are at the discretion of the department and department managers and may be discontinued at any time based upon the needs of the employee and/or the needs of the department.

- Hybrid Remote Work Options
  - Eligibility requirements: continuous, regular staff in good standing and in positions that allow for no decrease in service level based upon location of work. Hybrid remote work may not be available during the first 90 days of employment.
  - Considering what is in the best interest of the university's strategic goals is management's top priority. In making remote work decisions, managers are encouraged to find a balance between what is in the best interest of OSU and their employee.
  - For all hybrid remote options, job expectations, customer service, and responsiveness shall be maintained. Remote work should consist of the same work as on-campus, performed from an alternate location. The supervisor is responsible for measuring productivity.
  - Student facing positions may require on campus work as determined by supervisors and/or department heads.
  - Hybrid remote work is a flexible work arrangement that allows an employee to work at home or elsewhere for 1-3 days (or up to 24 hours) of their regular work schedule.
  - It is recommended that all employees (within each department) work on site at the same time in their normal work location at least one day of each week for departmental engagement. For example, every team member is in the office on Wednesdays.
  - Remote Work Assessment and Remote Work Policy Agreements are required with review and approval by the appropriate dean and/or vice president.
    - All out-of-state requests and those involving international employees must include Human Resources in the review process.

- o Agreements must be reviewed on a semester basis.
- o Other required forms: Equipment Use MOU

Please continue to encourage staff to use accrued annual leave and compensatory time as appropriate. Use of accrued leave provides rest for your team members and decreases the budgetary liability carried by your department.

Use of these programs will continue to be monitored and input will be requested from you and your staff during the fall semester. This information will be used to determine what future modifications may be necessary to ensure the success of future flexibility options and additional workforce procedures. If you have any questions, please contact your HR Consultant.

**Complete the following forms for remote work consideration:**
1. **Remote work suitability assessment**
2. **Remote work agreement**
3. **OSU Equipment MOU**
4. **Submit to Human Resources at tulsa.hr@okstate.edu**


**EMPLOYEE RESPONSIBILITIES**

1. Employees are expected to attend meetings and required training via voice or video conferencing software or in person, as determined by their supervisor. Employees may be required to attend meetings on-site and will be given reasonable notice of upcoming in-person meetings. No face-to-face work interactions are to be conducted in an employee's home environment. For virtual meetings, employees shall maintain professional appearance and turn cameras on for visual contact.

2. Remote work is not an alternative for providing dependent care. The non-exempt employee's at-home work hours will conform to a schedule agreed upon by the employee and his/her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be the same as it was before the employee began remote work. Any changes to this schedule will be reviewed and approved in advance by the employee's management staff.

3. The employee's at-home workweek will conform to the productivity performance expectations agreed upon by the employee and his/her supervisor. The employee and supervisor will establish an agreed upon work plan outlining general remote work applicable standards (e.g., variable schedules, communication requirements, office coverage, electronic meeting protocols, shared office space, how assignments will be received and returned, phone coverage, and reporting in to the supervisor).

4. The employee will report remote work hours in accordance with established payroll time reporting procedures and the established Timekeeping and Overtime policy 3-0742.

5. Personal tasks and errands should only be performed during the employee's scheduled rest and meal breaks. Personal obligations, such as personal businesses, civic or volunteer activities must not interfere with work assignments or scheduled work hours.

6. When an employee cannot access the computer network due to a technical problem or there is a system downtime, the employee must promptly notify his/her supervisor for direction and may be required to work at an OSU designated facility or location. When working from an OSU facility is not practical, the employee must use annual leave in accordance with policy.

**SAFETY**

The employee is responsible for maintaining a safe and secure work environment, including maintaining the alternate worksite in an ergonomically sound manner.

The University's liability for job-related accidents exists if the injury was incurred in the course and scope of the employee's job duties and during the employee's scheduled hours of work at the approved location (as articulated within the Remote Work Agreement) since the employee's approved alternate worksite shall be considered an extension of the regular University worksite.

The employee is responsible for reporting any work-related injuries to the supervisor at the earliest opportunity, and injuries will be handled in the same manner as reports of injury at a regular University worksite.

The employee may not conduct in-person work-related meetings at the alternate worksite.

**EQUIPMENT AND RECORDS**

The University may provide equipment, software, data, supplies, and materials for use during the remote work assignment, based on the position requirements and within the resource limitations of the department. For most positions, the ability of the department to provide equipment capable of supporting the employee joining audio and video of web conferencing meetings with the supervisor and coworkers will be a requirement for supporting a Remote Work Agreement. The employee will be responsible for ensuring that they have a reliable and secure network connection to support these activities.

If the employee will have custody of OSU-owned or OSU-leased equipment at a location other than an OSU worksite, the items being removed must be logged on an OSU's Equipment Checkout Form to ensure accurate tracking of OSU property.

University-owned and University-leased equipment, records and materials may be used for purposes of University business only and must be protected against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure.

**SECURITY**

The employee will be responsible for the safety and security of all University-owned equipment, records, and materials at the alternate worksite. This includes remaining up-to-date with Link to OSU Information Security Policy and maintaining data security and record confidentiality in the same manner as when working at the regular University worksite.

OSU employees working with OSU data from any computer or mobile device, whether OSU-owned or personally owned, onsite or offsite, should comply with the IT policies listed below. The employee must check with their supervisor when there are specific questions about the security of information systems or data. Additionally, the employee must report any instances of loss, damage, or unauthorized access to OSU's Office of Information Technology and to the supervisor as soon as possible.

The employee must follow all OSU policies, including not duplicating University-owned software and adhering to manufacturer's licensing agreements. Restricted-access materials will not be taken out of the office or accessed through the computer unless approved in advance by the supervisor and Dean/Director. The employee must ensure information is not disclosed in violation of FERPA, HIPAA, or other state or federal laws, regulations, or OSU policies and procedures and is responsible for reviewing University policies and guidelines for protecting information.

Appropriate Use Policy 3-0601

Information Security Policy 3-0603

Data Stewardship: Data Classification Policy, Responsibilities and Guidelines 3-0602

Information & Resources: Access Control Policy 3-0604