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| ALASKA PACIFIC UNIVERSITY OFFICIAL POLICY | | | |
| Policy Title: | Telecommuting Policy | | |
| Class: | Board Approved <input type="checkbox"/> | | Academic/Non-Academic University Policy <input type="checkbox"/> |
| Approvals: (not valid unless properly signed) | _____ Chair, Board of Trustees Date | | _____ 4.28.2021 Acting President Date |
| | _____ President Date | | |
| File Under: | General Administration <input type="checkbox"/> | Finance <input type="checkbox"/> | Risk Management <input type="checkbox"/> |
| | Human Resources <input checked="" type="checkbox"/> | Academic Affairs <input type="checkbox"/> | Research <input type="checkbox"/> |
| | Grants & Compliance <input type="checkbox"/> | | Student Affairs <input type="checkbox"/> |
| | | | Information Technology <input type="checkbox"/> |

Purpose

To provide guidance on when employees may work from home or at another location not owned, leased, or managed by Alaska Pacific University (“alternative work location”), commonly referred to as telecommuting.

To establish rules and responsibilities for those employees who are working at an alternative location.

Scope

This policy applies to all employees of Alaska Pacific University.

Policy

1. Telecommuting

1.1. General Permissibility – Working from home or at another alternative work location is generally permissible where:

- 1.1.1. An *exempt* employee is working outside of or in addition to the normal work day (example: checking email in the evening, or working on the weekend);
- 1.1.2. An employee is travelling or temporarily working from another location on APU’s behalf (example: attending a conference or providing services at a tribal partner location). This is for *work-related travel*: it is not intended to allow employees to avoid using leave while on personal travel, or
- 1.1.3. The position was established by APU as a position that would work remotely, as indicated in writing by APU on the job description or

employment agreement (example: adjunct instructors frequently work from home).

- 1.2. Conditionally Permissible.** Working from home or at another alternative work location is permissible with APU’s advance approval or direction.
 - 1.2.1. As part of an APU emergency response plan for a situation temporarily preventing employees from physically reporting to work (e.g., inclement weather, natural disaster, or temporary quarantine).
 - 1.2.2. Under a temporary “Work from Home” Agreement requested by the employee and approved by the APU President or their designee.
 - 1.2.3. Agreements for employees with supervisory responsibilities are only appropriate if they are periodic or short-term arrangements to accommodate a circumstance outside of the employee’s control (e.g., road closure).

- 1.3. Behavior Expectations.**
 - 1.3.1. Employees are expected to maintain work quality and quantity regardless of their work location and to be available during normal working hours.
 - 1.3.2. APU equipment, supplies, or other property must be used only for work purposes and must be secured when not in use.
 - 1.3.3. Travel with electronic devices should be minimized whenever possible. Do not leave APU equipment in unoccupied vehicles.
 - 1.3.4. In-person business meetings or meetings with students may not occur in an employee’s home or any private residence.
 - 1.3.5. Working from home is not a substitute for family care arrangements. APU expects employees will make family care arrangements as needed and such obligations will not interfere with employee’s work.
 - 1.3.6. All other APU standards remain applicable. Employees are expected to adhere to all requirements, including those related to reporting incidents or injuries.
 - 1.3.7. A supervisor may revoke the employee’s Work From Home approval at any time the supervisor believes the employee’s work is not being successfully completed or in any other case where APU requires the work to be completed on site.

- 1.4. Equipment Requirements.** To protect APU information and information systems employees must comply with “APU Technology Requirements” and,
 - 1.4.1. Loss, theft, or damage to any APU equipment must be reported promptly. Loss or theft of an APU device or any personal device with APU content (e.g. email, files) such as a laptop or phone must be reported immediately to the IT Service Desk (564-8350).
 - 1.4.2. Upon APU’s request, at the end of the Work from Home arrangement, or termination of employment, all APU provided equipment and supplies and other APU property including intellectual property and all work employee has produced on behalf of APU must be returned to APU.

- 1.5. Security and Privacy Requirements.** To ensure student and employee privacy is respected and protected FERPA and other sensitive information is kept confidential and secure, the following rules must be strictly observed by employees travelling to or working at an alternative work location.
- 1.5.1. Thumb drives or external data storage devices should NOT be used.
 - 1.5.2. Telephone calls or other conversations with or about students or individual employees must occur in a private area where the conversation cannot be overheard.
- 1.6. Violations.**
- 1.6.1. Employees who do not adhere to the expectations and requirements set forth in this policy may be subject to discipline, up to and including termination.
 - 1.6.2. Supervisors who permit employees to work at an alternative work location in any manner not consistent with this policy are subject to discipline, up to and including termination.

4. Definitions –

“Alternative Work Location” means any location not owned, leased, or managed by APU, including an employee’s home.

- 5. Related Policies, Procedures:** APU Code of Conduct, Staff Handbook, Faculty Handbook, Conflict of Interest, Corrections Actions, Network Access, Electronic Data Storage, Password, Acceptable Use