



## Remote Work & Telecommuting Policy

### Policy Statement:

Clark University may provide or approve alternative work arrangements for positions that are deemed fully remote or to accommodate flexible schedules for employees through a combination of on-campus and remote presence if:

- Departmental efficiency and service are not adversely affected;
- Regular office hours to meet departmental needs are not curtailed;
- Undue burdens are not placed on other employees or supervisors, and/or
- The University is not unduly burdened





Employees and supervisors with questions about an alternative work arrangement request may contact Human Resources at [HR@clarku.edu](mailto:HR@clarku.edu).

The Remote Work & Telecommuting Policy is not intended to be utilized when alternative arrangements are requested or granted as an accommodation due to an employee's disability, impairment, serious health condition, or other circumstances that may be covered by the Americans with Disabilities Act or the Family and Medical Leave Act. Employees requesting accommodations under the Americans with Disabilities Act should contact Human Resources. Employees requesting Leaves of Absence or Medical/Family Leaves should refer to those policies for guidance.



EXHIBIT A

Alternative Work Arrangement Agreement  
Remote, Telecommuting and/or Flextime Request

**Employee Information**

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Classification: Faculty Staff Temporary

Agreement Begin Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Flextime Information (if work hours are changing)**

Exempt (Salaried) employee                      Alternative  
Non-exempt (Hourly) employee  
(1 hr. lunch break must be scheduled)



## Agreement Information

By signing this Alternative Work Agreement, the employee understands and agrees with the conditions listed below. If the arrangement does not meet the operational needs of the department it can be discontinued at any time at the discretion of the supervisor.

### Conditions and Reminders:

Must adhere to the approved Agreement; changes must be approved in advance by the supervisor. The supervisor may also occasionally adjust the Agreement with reasonable notice of the change, whenever possible.

Will remain accessible and productive during scheduled work hours.

Will maintain satisfactory performance standards and will be evaluated in the same manner as when working on-campus and/or normal business hours.

Will record time and attendance in the same manner as when performing official duties on-campus and/or normal business hours.

Will obtain supervisory approval before taking leave in accordance with established departmental procedures.

Will plan for regular dependent care and understands that telecommuting is not a substitute for dependent care.

Will report to the University's on-campus work location as necessary upon directive from their supervisor. This may include working during the employer's normal business hours.

Will communicate regularly with their supervisor and co-workers, which may include a weekly written report of activities, if requested by the supervisor.

Will comply with all of the University's policies, procedures, practices and instructions in the same manner they apply when working on-campus and/or during normal business hours.

Will maintain a safe and secure work environment at the remote location at all times (if applicable).

Will allow the University access to the remote work location for purposes of assessing safety and security, upon reasonable notice by the supervisor, as necessary (if applicable).

Will report any work-related injuries to their supervisor immediately as required by Workers' Compensation regardless of work location and/or work hours.

Agrees that any University-owned equipment provided will be serviced only by the University. If the employee provides the equipment, they are responsible for servicing and maintaining such equipment.

Agrees that University-owned equipment will not be used by anyone other than the employee for business-related work only and understands that all equipment and resources provided by the University shall remain the property of the University at all times.

Agrees to protect all University equipment & resources from theft or damage and to report theft or damage to his/her supervisor immediately.

Understands that the University will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence or other remote work location while performing official University duties remotely unless required by law.

Understands that if a supervisor requires a fully remote employee to come to campus for a full business day or longer and the employee resides and works more than 75 miles from the main campus, the department may cover the employee's travel costs using departmental travel budget funds in compliance with the University's Travel Policy.



Understands that their