Applicability
This policy applies to Brandeis staff except those whose terms of employment are covered by the provisions of a collective bargaining agreement.

Guidelines
Staff interested in Telecommuting or working an Alternate Work Schedule must discuss the possibility of such an arrangement with their supervisor. The intent of this policy is to make Telecommuting and Alternate Schedule Arrangements available where the University's business needs can be met. Departments must ensure that sufficient personnel are available on campus to provide service to the campus community during scheduled business hours.

It should be recognized that some positions are not suited to telecommuting or alternate work arrangements, based on the nature of the work. Examples of this include positions where: equipment, materials, files, or data necessary to the position can only be physically accessed on the Brandeis campus; or face-face contact with staff, supervisors, students, faculty, or the public on the Brandeis campus is a regular and integral part of the position responsibilities. Telecommuting or alternate schedule decisions are based on the nature of the work and the business needs of the unit. Supervisors may not arbitrarily refuse to consider telecommuting or alternative schedules.

The Office of Human Resources is a resource to managers in policy application and retains oversight over the policy and all related decisions and agreements.

Definitions
- Alternate Workplace – a workspace other than a Brandeis University work site, usually a staff member's home.
- Telecommuting – a voluntary, cooperative arrangement between a supervisor and staff in which the staff performs work on a regular and repetitive basis at an Alternate Workplace.
- Telecommuter – a staff member working remotely assisted by technology.
- Work Schedule – the schedule of work assigned by the supervisor or agreed upon between a supervisor and staff.
- Alternate Work Schedule – an arrangement that permits staff to work a flexible schedule, a compressed workweek or a different daily or weekly schedule.

Staff Eligibility and Approval
Staff must meet the following eligibility criteria:

- A record of satisfactory work performance, including satisfactory attendance, as determined by the supervisor;
- Ability to demonstrate to the satisfaction of management that they have a current job assignment where a telecommuting or alternate schedule arrangement will not negatively affect internal or external clients, work team, or co-workers;
• Freedom from other employment or education commitments outside of their Brandeis role that requires attention during their Telecommuting Work Schedule or Alternate Work Schedule.

Newly hired staff may also be offered a telecommuting or alternate work schedule arrangement subject to the needs of the organization.

All requests for Telecommuting or Alternate Work Schedules must be approved by the supervisor; and the appropriate dean, vice president, or other senior leader in charge of the unit.

**Telecommuting Work Schedule**
A Telecommuter must have a defined Work Schedule coordinated with management in advance and must be in place and ready to work during scheduled work hours unless on University related business travel or on an approved absence or leave. A Telecommuter must be accessible (e.g., by phone, teleconference, video conference, chat line and/or e-mail) during their defined Work Schedule. A Telecommuter may be required to attend specific meetings at University work sites, or be prepared to be involved in scheduled meetings via phone, videoconference, etc., as required by management. Telecommuting arrangements should include a plan to measure and communicate productivity, workflow, milestones, and deadlines, as applicable.

**Alternate Workplace for Telecommuting**
A Telecommuter is responsible for complying with current Environment, Safety & Health (ESH) rules and should request assistance from the ESH department for guidance with this requirement, as necessary. Brandeis University reserves the right to inspect any area where a staff is working for safety and security reasons. The University will pre-arrange such visits, if any, with staff, and they are expected to provide the University with reasonable access to the Alternate Workplace.

A Telecommuter is covered under the applicable workers’ compensation law of the state should injury occur in the course and scope of employment at the Alternate Workplace. Workers' compensation liability is limited to work-related injuries at the specific workspace, as opposed to applying to all areas of the staff’s residence or property.

A Telecommuter is required to immediately report any injury that occurs at the Alternate Workplace during working hours to Human Resources and to provide reasonable access to the Alternate Workplace to University representatives responsible for conducting accident investigations.

It is the responsibility of the staff to ensure that their homeowner’s or renter’s insurance covers any non-University owned furnishings or personal property in their Alternate Workplace.

The Alternate Workplace arrangement must not result in additional expense for materials and supplies beyond what is available in the employer workplace.

**Renewing/Ending Telecommuting Agreements**
Telecommuting/Alternate Work Schedule agreements can be terminated at any time by either management or staff. Because the approval of a telecommuting arrangement is specific both to the work that the staff is performing at the time of the request, and to the staff’s manager at the time of the request, any transfer by the staff to a different position or change in management requires the Telecommuter to submit a new Telecommuting Agreement Form in order to receive the necessary approvals. At a minimum the telecommuting arrangement must be reviewed every 6 months.
Visitors When Telecommuting
Telecommuters shall not receive or meet with individuals, other than Brandeis employees, in their Alternate Workplace for the purpose of conducting Brandeis business.

Tax and Zoning for Alternate Workplace
Personal taxes and zoning implications, if any, related to a staff working from an Alternate Workplace are the responsibility of the staff. Approved Telecommuters are encouraged to consult pertinent experts, if desired, at their own expense.

Expectations for Telecommuting
1. Telecommuters are expected to work the standard hours per day as if on campus, unless otherwise agreed upon with the supervisor.
2. Telecommuters must be available to the supervisor and to appropriate service constituencies while working, and supervisors should specify what constitutes “available” (e.g. phone, email, text).
3. Telecommuters must remain available to be scheduled to come to campus on telecommuting days, with advance notice and for appropriate reasons.
4. If unavailable for an extended length of time (e.g. to let a repairman in or to go to a doctor's appointment), the manager must be notified, in advance, the approximate length of time and expected time to return to availability.
5. “Working off-campus” should be indicated on the online calendar when telecommuting.

Protecting Information While Telecommuting
Telecommuters are responsible for ensuring compliance with all copyright laws, software license agreements and other legal obligations relating to intellectual property, including the protection of information belonging to Brandeis University and related entities of the University.

A Telecommuter must take responsible precautions to protect and maintain the confidentiality of documents, materials, and information at the Alternate Workplace and prevent unauthorized access to any Brandeis University data, computer, network, electronic devices, or systems.

With respect to any Proprietary Information (as defined by Brandeis University) the Telecommuter should maintain any hard copies in a locked file cabinet in the Alternate Workplace when they are not in use. The staff must similarly secure, in a locked file cabinet, any hard copy documents belonging to any other party with whom the affiliated entities have agreed to keep such documents confidential.

With respect to any electronic documents that contain proprietary information, or other confidential material belonging to a third party, the Telecommuter should maintain these documents only on a Brandeis University secure network drive. Any data files saved to the staff's local drive must be backed up on a regular basis and in accordance with University security policies and practices.

The Telecommuter shall not give access to any Brandeis University files—hard or soft copies—without the express written consent of the relevant Brandeis University parties. In addition, the telecommuter should not take or otherwise transport to their Alternate Workplace any University documents or information that are not necessary for the performance of their job.
Use of Information Resources and Monitoring While Telecommuting
In accordance with Brandeis University IT Policies, any University IT Asset furnished to a Telecommuter by the University remains the property of the University. In addition, all data created, stored, or transmitted on or with a University Asset is the property of the University. This includes but is not limited to: text, images, audio, video, and multi-media data.

Only University-approved or University-provided software applications can be utilized, with University-required malware protection.

Brandeis University reserves the right to appropriately monitor each Telecommuter during their Alternate Workplace in accordance with Brandeis IT policies. For additional information or questions, contact security@brandeis.edu.

Dependent Care
The Telecommuter or staff on Alternate Work Schedule is expected to manage dependent care and personal responsibilities in a way that allows fulfillment of all job responsibilities successfully.

Procedure
Alternate Work Schedule—Staff who would like to request an alternate work schedule should complete the Alternate Work Schedule Request form with all relevant details and submit to the supervisor. After approval, the supervisor will initiate completion of the Alternate Work Schedule Agreement. After approval, copies of both forms are provided to the staff member and the originals are placed in the employee’s personnel file.

Telecommuting—Staff who would like to request a telecommuting arrangement should first complete the Telecommuting Request form with all relevant details and submit to the supervisor. After approval, the supervisor will initiate completion of the Telecommuting Agreement. The Telecommuting Agreement requires review by Information Technology Services (security@brandeis.edu) as well as appropriate management approvals. After approval, copies of both forms are provided to the staff member and the originals are placed in the employee’s personnel file.

Relevant Documents
Telecommuting Request form
Telecommuting Agreement
Alternate Work Schedule Request Form
Alternate Work Schedule Agreement

This policy does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

Policy Owner
Office of Human Resources/Benefits

Effective Date: January 2020