Remote Work Policy

I. Purpose

Georgia State University faculty and staff play a vital role generating the social and intellectual campus environments necessary to carry out Georgia State’s mission. In-person engagement is important to develop and mentor students, build an inclusive and collegial research environment, and shape a vibrant campus community. While in-person engagement is vital to these efforts, the University also recognizes the value in providing faculty and staff flexibility in carrying out the University’s mission through remote work.

This Policy establishes the requirements for remote working arrangements. Remote work is the opportunity for faculty and staff (“employee”) to perform job responsibilities at a location other than the office or usual place of work on a regular and consistent basis.

II. Policy

Georgia State University allows remote work at the discretion of the supervisor, when it is appropriate and beneficial to the University and employee, enabling the employee to continue to meet the goals of the University and department. Remote work must not negatively interfere with the operation or productivity of a department.

Remote work is considered a privilege and not a right. Working remotely is voluntary and may not be suitable for all employees, positions, and/or work.

Working remotely is generally limited to locations within the state of Georgia. Working remotely outside the state of Georgia, and other exceptions to this Policy, require the approval of the supervisor, Dean/Vice President and Associate Vice President for Human Resources.

Remote work does not change the nature of the work an employee is expected to perform or the hours in which an employee is expected to be working. Remote employees must be readily accessible during regular work hours.

The decision to discontinue, temporarily suspend or alter the remote working arrangement will not serve as a basis for a grievance. The supervisor retains the right to require the remote employee to return to the workplace on scheduled remote days with at least 24 hours’ notice.

III. Eligibility

The decision to approve an individual remote working arrangement is at the discretion of the supervisor. The following eligibility factors must be met:
• Responsibilities of the employee’s position can be performed away from the regular work location without impacting productivity, operational efficiency, customer service and team collaboration.
• An employee must complete the provisional period to be eligible to work remotely.
• An employee must have a satisfactory evaluation; not be involved in any active disciplinary action and not be on a performance improvement plan.
• A temporary employee may work remotely as long as business needs justify the assignment, as determined by the supervisor.

IV. Remote Work Agreement

1. If the responsibilities of an employee’s position can be performed remotely, and the supervisor and employee agree to a remote work arrangement, the supervisor and employee must complete the Remote Work Agreement and submit it to the next-level supervisor for approval.
2. The department human resources officer (HRAC) is available for questions or to provide assistance in preparing the Agreement.
3. If the Remote Work Agreement is approved, the supervisor must send the completed and signed Agreement to the departments HRAC who will retain the original. The supervisor and employee should retain copies.
4. The employee and/or supervisor may end the Agreement by providing written notice a minimum of 14 calendar days in advance.
5. Remote Work arrangements should be reviewed at least on an annual basis. Remote Work Agreements are limited to periods of no more than 12 months, and may be extended in up to 12 month increments.

V. Conditions of Employment and Compensation

The employee’s conditions of employment remain the same as if the employee were not working remotely. Employee salary, benefits and employer-sponsored insurance coverage will not change as a result of working remotely. The employee is responsible for adhering to all policies and procedures of the University and the University System of Georgia while working remotely, including but not limited to those related to overtime, use of leave, ADA accommodations, outside activities, intellectual property, etc.

VI. Equipment and Supplies

University equipment used in remote working should be inventoried by the respective department and signed for by the employee. The employee is responsible for setting up an appropriate work environment including use of the employee’s own furniture, utilities, telephone, internet access and other equipment. The University will not provide maintenance on an employee’s personal equipment used in remote working or costs for utility or other associated expenses. The employee is liable for any damage or loss other than normal wear and tear to all University property assigned
for working remotely. All University equipment and supplies must be returned immediately upon termination of the Remote Work Agreement.

Equipment usage will be in accordance with Georgia State University and the University System of Georgia policies.

Office supplies (pens, paper, etc.) will be provided by the department and should be obtained during the employee’s in-office work period.

VII. Risk Management, Insurance and Workers’ Compensation

The employee is responsible for providing and maintaining a safe, secure and ergonomic remote working environment. University employees, visitors and/or students are not permitted in the remote work location for the conduct of University business, except for compliance or security purposes.

Georgia State University is not liable for damages to the employee’s personal or real property while remote working, nor is it responsible for operating costs, home maintenance, or other incidental costs (e.g. utilities, home insurance, telephone, internet access, etc.). By working remotely, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the University, although unauthorized expenses will not be reimbursed.

The University’s potential liability for job-related accidents is limited to the employee’s injuries occurring in the course of the actual performance of official duties and the employee’s designated work location. If an injury occurs while working remotely, the employee should immediately report the injury to the supervisor and follow the University’s policies regarding the reporting of injuries for employees injured while at work.

VIII. Data Security

The employee is responsible for maintaining confidentiality and security of data and information while working remotely, including compliance with all related policies and agreements. University data and information must be stored on University assets. The employee and supervisor should consult with their IIT department to ensure the remote access and use of data is secure.

IX. Child and Dependent Care

Remote work is not a substitute for child or dependent care. The employee is responsible for making arrangements for child or dependent care to the same extent as if the employee was working at the primary workplace.

X. Enforcement
The supervisor has primary responsibility for monitoring work performance and compliance with this Policy. With reasonable notice and a mutually agreed upon time, the University may make an on-site visit to the employee’s remote work location as necessary to provide for the protection and security of University property, inspect or retrieve University property and to conduct University investigations.

Violations of this Policy could result in disciplinary action up to and including termination of employment.