



The University of Texas at El Paso

### **Temporary Remote Work Policy & Expectations**

The University of Texas at El Paso encourages all supervisors to review the responsibilities of their work unit and, when feasible, allow their employees to work remotely when the mission of the unit can be accomplished without being physically present in the workplace and when working remotely is both appropriate and viable.

Temporary remote work can be an appropriate option for employees in extraordinary circumstances, such as during the current outbreak of Coronavirus Disease 2019 (COVID-19). This temporary policy is at the University's discretion and the opportunity to work remotely may be withdrawn at any time at the University's discretion.

Employees who are allowed to work remotely must comply with all University rules, policies, practices, and instructions and understand that violation may result in termination of remote work privileges and/or discipline up to, and including, dismissal from the University.

Temporary remote work in extraordinary circumstances does not change the basic terms and conditions of employment with the University. Remote work assignments do not change an employee's classification, compensation, or benefits. The accrual and charging of leave time is subject to the same policies and procedures applicable to non-remote work employees.

The employment relationship between the University and each of its employees may be terminated in accordance with applicable policies found in the Handbook of Operating Procedures. Remote work assignments are not contracts or promises of employment. Nothing in a remote work assignment guarantees employment for any specific term, nor alters the current nature of employment.

#### **Eligibility**

Supervisors, at their own discretion, may allow some or all of their staff to work remotely on a short-term basis during the COVID-19 outbreak. Supervisors are responsible to ensure that their departments perform critical work to care for the UTEP community and maintain operations to the appropriate extent communicated by the University.

Supervisors who allow temporary remote work should regularly communicate with their staff regarding the fluidity of such situations as well as changing business needs (such as the need to report to campus). Supervisors may revoke temporary remote work at any time and for any reason.

#### **Expectations for Employees**

Employees who work remotely are required to:

- Fulfill the expectations agreed upon with their supervisor regarding the scope of their assignment, such as:
  - Duties and responsibilities
  - Hours of work
  - Hours of availability to communicate regarding University business
  - Communication of work assignments and personal needs, including reporting absences of work due to injury, illness, or caring for a family member
  - The use of University equipment and materials.
- Appropriately report their hours if normally required to do so.
- Protect University information by following the University's policies governing information security, software licensing, and data protection; ensuring that unauthorized individuals do not access University data, either



in print or electronically; and not accessing restricted-level information in print or electronically unless approved by the supervisor and protected by policy-compliant encryption and/or physical controls.

- Maintain a safe environment in which to work.

### **Expectations for Supervisors**

Supervisors should communicate specific expectations to individual team members. To ensure that the remote work assignment is mutually beneficial to both the University and staff members, planning and communicating expectations in advance of the remote work is crucial.

Therefore, supervisors are required to complete a Temporary Remote Work Agreement for each of their employees allowed to work remotely and submit it to Human Resources at [remotework@utep.edu](mailto:remotework@utep.edu).

### **Sample Work Plan and Expectations**

Below are sample expectations that may be used by Supervisors when completing the Temporary Remote Work Agreement, who have discretion to tailor and add to the sample expectations below to meet the needs of each employee and the department. Human Resources is pleased to answer any questions and assist in any way.

- Employee will continue to perform daily duties/tasks. (Supervisor may specify certain projects or tasks that they expect the employee to complete).
- The opportunity to work remotely will be granted for a limited period of time (list dates).
- The opportunity to work remotely may be withdrawn at any time.
- If you cannot work remotely due to you being ill or caring for a family member who needs assistance, notify me no later than the beginning of your scheduled shift.
- Adhere to all University timekeeping policies and procedures.
- Be available by phone and/or e-mail during the agreed upon hours (list hours).
- Respond to all emails and voicemails within one business day.
  - You do not need to provide an answer within one business day, but you must respond to each email indicating that you have received the message and that you will respond fully in a timely manner.
- Email your supervisor at the end of each business day providing a progress report on your work, including:
  - projects you have completed during the day
  - pending projects and their estimated date of completion
  - items on which you seek supervisory approval and insight