



DILLARD UNIVERSITY

Remote Work Policy (2024)

Policy Statement

Dillard University prides itself on the strong relationships team members build and foster with University staff and students. It is preferred that employees conduct their work while present in the workplace. However, Dillard University recognizes that providing employees with workplace flexibility may increase their efficiency and promotes the effective use of available resources.

Remote work is a strategy allowing a team member's regular work location to shift to an alternate location (the alternative location most often being the team member's home). This policy establishes guidelines and requirements for employees when remotely.

Reason for Policy/Purpose

When implemented in a clear, remote work allows employees to exercise independence and continue to complete essential tasks using technology. The University's expectations for the quality and volume of work do not change with the authorization of remote work. This policy will provide consistent and equitable guidelines on establishing remote work for participating employees and their supervisors.

Through this policy, the University seeks to promote a culture that supports work-life balance built upon trust and performance. All remote work must be approved by an employee's direct supervisor and the appropriate Divisional Vice-President. Supervisors **must** keep the Office of Human Resources apprised of any employee approved to work remotely. Remote work must not adversely affect the services provided to the Dillard Community, or the efficient and effective operation of business.

Who Needs to Know This Policy

Dillard University employees (including part-time and student workers).

General

The University's regular business hours are 8:00 am to 5:00 pm Monday through Friday, and the regular work location is the University's campus and ancillary facilities located in and around 2601 Gentilly Boulevard, New Orleans, Louisiana. When considering authorizing remote work, a supervisor must consider the following goals:

- Enhance service delivery while meeting the departmental, divisional, and university goals, mission, and objectives;
- Improve employee recruitment, engagement and retention;
- Aid in achieving the university's mission of sustainability and achieving carbon neutrality by 2050.

While each department may have different requirements, all employees approved for remote work

must; 1) get their work done, 2) be available during work hours established by their supervisor, and 3) err on the side of over-communication. Employees who work remotely will have their time entered as if they had physically reported to work. The normal Paid Time Off policies shall apply.

Remote work is not an employee right or benefit. Remote work is voluntary in nature and no employee is required to participate as a condition of employment. All existing terms and conditions of employment including, but not limited to, the position description, salary, benefits, vacation, leave and overtime reporting remain the same as they would be if the employee worked only at the regularly assigned place of employment.

Employees may not use remote work in place of annual, sick, family medical or other type of leave and must make suitable arrangements for dependent care away from the Remote Work Site. Remote work is not a replacement for authorized leave under the FMLA. Employees on FMLA are not authorized to work and supervisors should consult with the Office of Human Resources prior to contacting any employee on an approved leave under the FMLA.

Further, remote work is not an accommodation to address an employee's alleged disability. All requests for accommodations must be processed through the Office of Human Resources.

Responsibility

The Office of Human Resources is responsible for enforcing, monitoring and updating the University's remote work policy.

Executive leadership is responsible for ensuring supervisors are familiar with this policy and implement it in a consistent and equitable manner.

Policy/Procedures

I. General Requirements for Remote Work

A. Definitions

- *Exempt Employee*: Employees who fall under one or more of the statutory exemptions for overtime under the compensation provisions of Fair Labor Standards Act.
- *Fair Labor Standards Act*: The Fair Labor Standards Act ("FLSA") establishes employment standards for all employees, including minimum wage, overtime pay, and recordkeeping. FLSA classifies employees as exempt or non-exempt based on the type of work performed, skills required to perform the job, supervision provided, level of decision-making authority, compensation, and other criteria.
- *Non-Exempt*: A non-exempt employee is subject to the mandatory overtime provisions of FLSA. Non-exempt employees are paid hourly for every hour worked and must be paid time and one-half for all hours worked over 40 in a defined workweek.
- *Telework/Remote Work*: Employees work part of the standard workweek at a location other than the designated worksite, such as at a home office, on a regularly scheduled basis or for specific circumstances. Typically, telecommuting is limited to 1 – 3 days per week. In rare circumstances, the University may approve a 100% remote work arrangement.
- *Work Week*: The workweek is defined as 12:00 am Sunday through 11:59 pm Saturday.

B. Remote Work Approval Requirements

- Remote work should have either a positive or neutral effect on business operations or the work environment – never a negative effect. All offices must remain fully functional for the normal business hours of 8:00 am to 5:00 pm, Monday through Friday.
- Supervisors and VPs shall be responsible for ensuring that remote work approvals are responsive to the changing needs of the workplace and are reviewed and updated regularly. Once approved, remote work should typically be permanent. Possible reasons to discontinue, temporarily suspend, or modify remote work approval include, but are not limited to:
 - Business needs or coverage needs change.
 - Negative customer feedback occurs.
 - Performance or attendance deteriorates.
 - Departmental staff shortages occur.
 - Holidays.
 - Peak business periods.
 - Use of leave.
- Remote work is not suitable for every job at the University. Many types of jobs, especially those in higher education, require employees to be physically present at regularly scheduled times or during certain periods of the year. Department heads must consider the workload, flow of work, and impact on quality of service in determining if remote work is suitable for an individual position.
 - **Note:** The University’s course catalog contains both on-line and in-person courses, the vast majority of faculty positions at the University are in-person. Once the University advertises a course as in-person, the faculty responsible for the course is expected to deliver instruction via in-person modalities unless there is an unforeseen circumstance that prohibits such instruction.
- **The personal circumstances of individuals should not drive the decision to approve or deny remote work.** Put differently, an employee who is dealing with a medical issue should not be offered remote work. Remote work should be linked to positions, not individual employees.
- **Remote work related to an employee’s personal circumstances must be approved by an employee’s direct supervisor in consultation with Human Resources.**
- Hourly non-exempt employees must take a one-hour lunch break during the workday. During such lunch break, the employee must be completely free of work and shall not be required to respond to phone calls or emails. Breaks and lunch breaks may not be combined or used at the beginning or end of a scheduled workday.
- Remote work, generally, must not incur overtime costs for a non-exempt employee.
- Remote work must not have the effect of changing an employee’s rate of pay, the manner in which the employee is paid, or the employee’s classification or title.
- Remote work must not cause or contribute to the need for additional staff or for existing staff to work additional hours, thereby increasing costs to the university.
- The department must take whatever actions are necessary to provide cross training in order to ensure coverage for the duration of normal office hours.

II. Procedures for Requesting and Approving Remote Work

A. *Initial Assessment and Approval of Request*

An employee seeking remote work must submit a written request to their supervisor at least one week in advance. Once in receipt of such a request, the supervisor shall notify their respective Vice-President and the Office of Human Resources.

A supervisor may authorize remote work when the position at issue:

- Has job functions that can be performed at alternative times/locations without diminishing the quality of the work or disrupting the productivity of a unit;
- Allows for an employee to be as effectively supervised as he or she would be if the job functions were performed at the assigned place of employment;
- Has an emphasis on the electronic production and/or exchange of information by means of computers or phones;
- Does not require frequent and regular face-to-face contact with students, supervisors, staff, faculty, guests, or the public on the University's campuses;
- The employee occupying the position has demonstrated an ability to work independently;
- Involves measurable or quantifiable work product; and
- The VP over the Division has approved the remote work.

B. *Guidelines for Implementing Remote Work*

As stated above, remote work is a privilege for an employee, not a right. The approving supervisor has the discretion to remove authorization at any point should such supervisor believe that an employee cannot continue to work remotely in an efficient, effective manner.

- Remote work may not change an employee's duties, obligations, responsibilities, compensation, benefits, conditions of employment or required compliance with institutional, state, or federal laws, policies, and procedures.
- All supervisors who have approved remote work must maintain a written schedule with all employees working remotely. Such a schedule shall contain a list of deliverables, meetings and tasks for which the employee shall be responsible.
- Supervisors shall be responsible for generating monthly documentation regarding the productivity, and performance expectations of all employees who are working remotely.

C. *Modification of Remote Work*

- With twenty-four (24) hour notice, a supervisor may require an employee working remotely to report to the primary work site if, in the discretion of the supervisor, the employee's presence is required by the business needs of the department. Mileage is not reimbursable if the employee is required to report to campus on a regularly schedule workday. Refusal to comply may be considered insubordination and may result in disciplinary action.
- If an employee working remotely is unable to perform their job duties remotely due to unexpected circumstances (e.g., loss of power, loss of internet, illness, etc.), they must, after consultation with their supervisor, either report to campus or take appropriate leave under applicable policies. A supervisor or Division Vice-President has the discretion to cancel remote work approval with or without a reason. Such a decision is neither grievable nor appealable.

D. *Holidays / Leave*

- If an employee takes Paid Time Off (“PTO”) the University shall apply the appropriate leave within the University’s payroll system based upon the number of hours used and the employee’s schedule.
- During weeks where paid holidays occur, a supervisor may need to adjust an approved flexible work schedule so that the eight hours of holiday pay does not increase or decrease the total hours worked or result in overtime.

III. Telework/Remote Site Requirements

A teleworking team member shall have and maintain a healthy and safe environment at their remote worksite. All injuries and/or illnesses incurred by you during hours you are teleworking must be reported promptly in accordance with the procedures contained within the staff and/or faculty handbook.

All equipment, hardware, software and office supplies needed by the team member to telework shall be specifically identified and described. For teleworking purposes, only hardware and software, including security and communications configurations, approved by the University IT will be used for teleworking. Cellphone and data allowance may be approved in accordance to University policy.

All remote work sites must meet all statutes, rules, and regulations related to any confidential, private, or personnel records that the authorized employees may handle during remote work. Supervisors **and** Employees will verify with ITT that any transmission or handling of student education records, employee records or any Personally Identifiable Information (“PII”) during remote work complies with the University’s cyber security policies and practices.

By requesting remote work authorization, an employee acknowledges that they are committing to be personally responsible for the security of confidential, private, or personnel records and is responsible for following all statutes, rules, and regulations related to any confidential, private, or personnel records.

IV. Work Hours

All employees authorized to work remotely shall maintain the same work hours while teleworking that he/she would work if reporting to campus.

If an employee is a non-exempt for the purposes of the Fair Labor Standards Act (“FLSA”), they are not authorized to work overtime without the express, written, prior approval of their supervisor. In the event that a teleworking employee believes that they cannot accomplish an assigned task without working overtime, they must immediately bring that concern to the attention of their supervisor. Following such notification, the supervisor will assess the employee’s work assignments and make any necessary adjustments.

Authorized teleworking employees are expected to work on days that the University President declares to be a weather or other emergency-related closure in accordance with applicable policies and guidelines. If unable to do so, the employee must immediately notify their supervisor and take the appropriate category of leave, if applicable.

V. One-Time Remote Work Authorization

The above remote work policy addresses scenarios in which an employee requests a consistent modification of in-person work requirements. The Policy **does not** address situations where an employee requests a one-time authorization for remote work.

The University is sensitive to the fact that an employee's personal or family circumstances may require their presence off campus. In such circumstances, an employee may request a one-time authorization to work remotely instead of using paid time off. Employees must submit their request to their supervisor via email. In considering such a request, a supervisor must make a realistic assessment of the employee's ability to perform their essential functions remotely. If the supervisor believes that an employee is capable of performing their essential functions remotely, the supervisor may approve remote work with a set beginning and end date. **Supervisors must notify the Office of Human Resources of any authorizations to work remotely that will last longer than one workday.**

Employees seeking remote work or other flexible work arrangement as an accommodation must contact the Office of Human Resources as soon as possible. Once Human Resources receives such a request, they will engage the employee in an interactive dialogue to consider how best to respond to the employee's stated needs.

Remote Work Agreement

Employee Name:

Supervisor Name:

Employee ID:

Employee Classification:

Division/College:

Remote Location:

Current Position Title:

Official Work Location:

TO BE COMPLETED BY SUPERVISOR

	Y/N
Job duties can be performed fully or partially remotely	
Supervisor has discussed with the employee what job duties are to be performed remotely and planned for any duties that must be performed on site.	
Estimation of Anticipated Hours per Week: Remote Work Hours: _____ On-site Hours: _____	
Employee has appropriate remote space, equipment, telephone and internet access.	
Employee can ensure that remote work will not create an information security risk.	
Employee has demonstrated basic necessary job performance. Supervisor can provide adequate supervision and accountability for the remote work.	

Employee Acknowledgement: I request approval for a remote work arrangement and agree to adhere to all applicable guidelines and policies. I acknowledge that I have read, understand, and agree to abide by the University's Remote Work Policy.

Signature Date Employee

Supervisor Approval: I approve this remote work arrangement and agree to adhere to all applicable guidelines and policies. I acknowledge that I have read, understand, and agree to abide by the University's Remote Work Policy and will ensure adequate supervision and accountability for the approved employee.

Signature Date Supervisor

Leadership Supervisor

Date

Executive