

EMPLOYEE AND SUPERVISOR INFORMATION

Employee Name	
Position Title	
Department	
Supervisor	
Remote work location	

PROCESS

Remote work allows employees in certain positions to work from one alternate location (typically primary residence). Such work arrangements should not be a substitute for childcare, other dependent care, vacation, sick or other leave time. Employees will follow the agreed-upon work schedule and accurately document their hours worked. Decrease in productivity and/or availability may result in loss of remote work status.

1. Review and discuss with your supervisor the Flexible Work Eligibility Questions
2. Review and discuss with your supervisor and area co-workers the Department Assessment
3. Fill out and submit this form to hr@whitworth.edu
4. Work from campus full time until approval received

Type of Remote Work Requested

- Hybrid (max of three days a week)
 Seasonal
 Fully Remote (approved by cabinet member)

Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Whitworth					
Remote					

CHECKLIST

Please read through the following checklist items. Checking the box signifies your acknowledgement of expectations and responsibilities that come with approval for remote work.

- Job Expectations

In general, employees will effectively accomplish their job duties regardless of work location.

1. While working remotely, an employee will:
 - a. Continue to perform job functions as if on campus
 - i. Employees for both seasonal and hybrid remote work need to be on campus working two days a week.
 - b. Remain accessible to employees and students during the remote work schedule
 - c. Be available for teleconferences, scheduled on an as needed basis
 - d. Be available to come into the office if a business need arises
 - i. This includes in person meetings scheduled on remote work days. Other departments/areas should not have to schedule around remote work schedules.
 - e. Request supervisor approval for any necessary overtime (hourly employees)
 - f. Request supervisor approval to use vacation, sick or other leave time as appropriate
 - i. Remote work should be done at one location and is not a substitute for vacation, sick or other leave time.



Remote Work Space/Equipment

1. Remote work should take place at one location.
2. The employee is responsible for furnishing their off-site location with all necessary supplies needed to work as if they are on campus.
3. Remote work location must have reliable internet access.
 - a. In the event that internet access becomes unreliable, the employee will return to campus immediately.
4. Maintain a safe, secure, ergonomic, distraction free and appropriate work environment.
5. Whitworth will not provide laptops for those approved for remote work. If a laptop has already been issued to the approved employee, then that should be the primary computer used for remote work.
6. Follow all information systems and university policy in relation to privacy of information.
 - a. FERPA and privacy information should not be saved or stored on personal computers. OneDrive or share drive should be utilized for this.

Technology Needs

1. Supervisor has requested VPN access through the SAR process
2. If using a person computer, employee has contacted IT and is utilizing SentinelOne on their personal device.
3. Jabber, forwarding your work phone to your cell phone or alternative method for phone calls has been established.
4. Teams or alternative method of communication has been established and communicated broadly both in and outside of your department.

Alterations or Termination

1. Employee understands that working remotely is a privilege and the agreement can be altered or terminated at any time for any reason, specifically for reduction in work efficiency and/or inability to maintain job responsibilities. Employee will be given a two week notice if agreement is terminated.

SIGNATURE

By signing below, I have read and understand the flexible work policy and the expectations of working remotely.

Employee Signature		Date	
Supervisor Signature		Date	
Department Head or Dean Signature		Date	

HR USE ONLY

Trial Approval Date	
HR Approver	
Final Approval Date	
Termination Date	