

**UNIVERSITY REGULATION**  
**PART IV – HUMAN RESOURCES**  
**Chapter 04.01 - Uniform Personnel System**

R04.01.051. Remote Work

This regulation applies to all university employees who are not on approved leave.

Remote work is a management-approved arrangement in which the employee works at a location away from a university managed workplace. Under this arrangement, the employee maintains close contact with their supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.

A. Remote work requirements

1. Work Hours and Scheduling

- a. The employee shall be reachable by supervisor approved communication methods during the employee's work hours.
- b. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.

2. Remote Work Location and Safety

- a. The employee shall maintain an appropriate remote workplace. The university is not responsible for costs associated with setup, maintenance, or utilities (including telecommunications) of a remote work location, or the tax, insurance and other legal implications of remote work. The responsibility for understanding and fulfilling all such obligations shall rest solely with the employee.
- b. An employee with a disability who desires a remote work arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit a request to the affirmative action coordinator in accordance with University Regulation 04.02.033 and engage in the ADA process.
- c. The university reserves the right to access the remote workplace. in order to assess the occupational safety of the workplace, or to investigate any claims against the university arising out of or connected with the remote workplace. The university will, as needed, arrange such access with the employee at a mutually convenient time during normal business hours.

- d. The employee shall immediately report to the supervisor any work related injuries occurring at or which are related to the workplace.
- e. The university is not responsible for injury to any other person or to property arising out of the use of or activities at the remote workplace.
- f. The employee shall not hold in-person business visits or meetings at the employee's remote workplace unless specifically authorized in writing by the employee's supervisor.

### 3. Equipment

- a. Pursuant to Board of Regents' Policy P04.10.010, the use of university equipment is governed by the Alaska Executive Branch Ethics Act and may not be used to benefit personal or financial interests.
- b. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon separation of service or upon request, whichever occurs first.
- c. Employees are responsible for maintenance and repair of personal equipment.
- d. The university is not liable for loss, damage, repair, or wear to employee-owned equipment.
- e. Information Resources Equipment
  - 1. University-owned equipment is preferred for university work at remote locations.
  - 2. Any use of personally-owned information resource equipment is subject to R02.07.066.
  - 3. Supervisors may prohibit use of personally-owned information resource equipment.

### 4. Information Security

- a. Employees shall comply with all laws, rules and procedures applicable to university employment, including Regents' Policy and University Regulation 02.06, and shall safeguard all information.

- b. Employees shall ensure that appropriate security mechanisms are present and enabled on all equipment used for university business, and shall ensure that security updates are maintained on such equipment consistent with guidance provided by UA Information Technology.
  - c. The employee shall return all documents, equipment, and information (physical or electronic) to the university at the end of the assignment or upon request.
  - d. The university shall follow the procedures applicable to university-owned equipment in Regents' Policy and University Regulation 02.07.
5. Any geographic differential will only be paid if the employee is working in the same geographical area as their campus. Exceptions may be permitted upon approval from the President or relevant Chancellor.
6. The employee will be responsible for any expenses for travel to or from the remote work location, except as otherwise specified and approved by the supervisor. Travel at university expense must comply with University Regulation 05.02.060.
7. If these regulations conflict with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.

#### B. Remote Work Approval

1. Remote work must be approved in advance by the employee's supervisor.
2. Prior to approval, the supervisor will ensure that remote work supports the position's purpose and the institution's objectives.
3. Remote work arrangements are granted on a revocable basis.
4. UA Human Resources maintains a formal remote work request and agreement process. The purpose of a formal remote work agreement is to:
  - a. document the arrangement, including the work schedule and location;
  - b. ensure tax compliance, and;
  - c. document mutual understanding of university regulations.

5. Supervisors or employees may elect to use the formal process at any time. The formal remote work agreement is mandatory when:
  - a. the remote work recurs on a regular basis and is significant (more than 20% of biweekly time), or;
  - b. the remote location is out of state for 30 days or more per calendar year.

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