

**PURPOSE** – These guidelines outline steps to help explain Bucknell’s position relative to remote work. It is expected that the default position for Bucknell is that staff who have significant student-, faculty- or public-facing positions or who rely on resources best accessed on campus, will return to work on campus, in some capacity, to complete their duties and responsibilities. Of primary importance and informing our decisions regarding staff work options is Bucknell’s reputation as a top-tier residential university with a highly personal and student-centered focus as well as the decision to teach all classes in person and on campus. As a result, how individual positions impact students’ living and learning experiences must be a guiding principle for how and where staff complete their work. At the same time, it is recognized that some University departments can effectively support the academic, student and operational experience without being on-campus 100% of the time. These guidelines provide the ability to effectively retain some flexibility in work modality for certain positions for purposes of recruitment and retention of top talent as well as for operational and financial benefits to the University.

Guidelines for fully remote work will primarily apply to exempt staff. Hybrid Work arrangements or Flexible Work Schedules may be more applicable to select non-exempt positions. Additionally remote work is limited to work from within the United State, and certain states have restrictive employment requirements that may exclude them from approved remote work or require special handling. remote work is not applicable for casual staff, contingent workers or student employees.

**DEFINITIONS** – The following definitions apply for the purpose of interpreting these guidelines:

1. **On-Campus Work - Traditional Schedule** is a work arrangement where the essential functions of a position can only be met successfully and effectively by being performed on Bucknell University's campus or owned properties/office spaces.
2. **On-Campus Work - Flexible Work Schedule** is an alternative to the traditional 8am-5pm, 35- or 40-hour, Monday through Friday work week. Flexible work schedules provide the ability to work hours that best meet the needs of the position, department and the University as well as the incumbent employee where possible. Examples of flexible work schedules include compressed workweeks, split shifts, shared rotations, daily flexibility, etc.
3. **Hybrid Work** is a type of work arrangement that allows an employee to work both from their designated office space on the Bucknell University campus as well as from a remote location outside of the Bucknell University campus. The blend of remote and on-campus work will be guided primarily by the needs of the position, department and the University and are subject to change as appropriate.
4. **Remote Work** is a type of work arrangement that allows an employee to work from a remote location outside of Bucknell University's campus or owned properties/office spaces. Remote work is only available when the essential functions of the positions can be met and where the position can effectively support the academic, student and operational experience without being on-campus.

**GUIDELINES**–

1. Remote work, hybrid work, or flexible work schedules may be appropriate and effective for some positions and employees, but not for others. Supervisors, working with the Operations &

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Management Group and with support from Human Resources and Finance, will identify positions where remote work makes sense as well as those where remote work will not be supported. Positions whose essential functions require interaction with students, positions whose operational needs can only be done from campus, or who rely on resources best accessed on campus will be required to work on campus.

2. Supervisors should utilize the Staff Workplace Suitability Guide to evaluate a position's suitability for remote, hybrid, or flexible scheduling.
3. Remote work arrangements must support business needs and are reviewed on an individual position basis to ensure that both the employee and Bucknell will benefit from remote work. Requests for remote work must be supported by the employee's supervisor with review and approval by the respective Operations & Management Group leader and Human Resources and Finance.
4. Remote work suitability assessments for positions by supervisors are based on business needs of the position and are different and distinct from individual requests for remote work by staff members for a religious accommodation or an ADA accommodation (due to a physical or mental impairment that substantially limits one or more major life activities that results in the inability to effectively perform the essential duties of a position). Such requests should be forwarded to [hr-leaves@bucknell.edu](mailto:hr-leaves@bucknell.edu).
5. Requests by staff members to accommodate a request for remote work on a temporary basis due to a personal circumstance or situation are also considered and reviewed on a case by case basis.
6. Remote work is a privilege made available by the University in its sole discretion, or upon request by the employee, and can be changed or discontinued at any time. Efforts will be made to provide advance notice where possible to allow for transition time.
7. Because successful remote work arrangements require support and commitment from both the employer and the employee, key responsibilities of both parties are outlined below:

Employee Responsibilities:

- Employees are solely responsible for the configuration of and all the expenses and services associated with a remote workspace. This includes ensuring and maintaining an appropriate and safe remote worksite. The employee should establish an appropriate work environment within their home for work purposes that is appropriately quiet and distraction-free. The University will not be responsible for costs associated with the setup of the employee's home office such as remodeling, lighting, equipment, furniture, or the cost of utilities.
- Meet expectations of the job while working in a remote setting. The essential functions of the job must be adequately performed in order for the remote work to be successful and continue.
- Maintain communication and accessibility to colleagues and customers in a similar manner to that of an on-campus office employee. For example, forwarding office phone and voicemail to their personal phone or using an approved application to integrate work calls such as Avaya; being responsive to email and other outreach; utilizing video-conferencing for meetings; etc.
- Maintain regular communication with the supervisor as instructed.
- Follow established working hours as determined by the supervisor in accordance with business needs. In many cases this will align with Bucknell's hours of work. In instances where time zones do not align, the employee may be required to attend to work obligations during EST. Employees may also need to ensure that their schedules overlap

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with those of their team members for as long as is necessary to complete their job duties effectively.

- Use University-owned equipment (typically a laptop, power cord and mouse) only for legitimate university purposes. Protect university-owned equipment from theft, damage and unauthorized use. The employee is responsible for obtaining and effectively using any other equipment needed in a remote work environment.
- Set up and maintain a reliable and secure internet connection that allows for the following: the ability to communicate electronically (email, video-conference, instant message) and transmit documents and work deliverables in a timely manner.
- Employees must safeguard University information, including confidential information used or accessed while working remotely or hybrid, in accordance with Bucknell's [Appropriate Use Policy](#) and other applicable information technology policies.
- Upon separation or the end of a remote work arrangement, the employee is responsible for returning all University equipment.
- Ensure that non-work-related events and activities do not disrupt or interfere with work at the remote work site. Remote staff are expected to achieve outcomes and productivity expectations and provide the same level of service in a similar manner to that of an on-campus employee.
- Employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked in Workday. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the remote employee's supervisor in accordance with the Hours of Work policy. Failure to record all time worked may result in disciplinary action up to and including separation.
- Adhere to designated lunch, break or other defined schedules for productive or nonproductive time as determined by the supervisor.
- Request, record and take absences for vacation, sick and other benefit time in compliance with department and University guidelines.
- Comply with the University Staff Handbook, Hours of Work policies, and other applicable University, Division and Department policies, procedures or guidelines in the same manner as employees who work from campus. This includes FMLA, ADA, or other leaves of absence.
- Understand applicable requirements to travel to campus as determined by your supervisor. Supervisors may require employees to report to Bucknell for work-related meetings or other events as needed to discuss work progress or other work related issues. Any required travel that ordinarily would be considered as normal commuting to and from work will not be reimbursed. Required travel elsewhere may be reimbursed per University travel policies.
- Follow payroll guidelines regarding when an employee needs to update and designate a work address indicating remote or hybrid work location as it relates to tax implications for the employee and the University.
- Follow appropriate steps for reporting work-related accidents or injuries. Workers' compensation coverage is limited to designated work areas in employees' homes or remote work locations. Employees must practice the same safety habits they would use to maintain safe conditions in their remote work locations as they would in an on-campus office.

- Assume responsibility for injuries occurring in the employee's remote work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The employee also assumes liability for damages to the employee's real or personal property resulting from remote work. The remote-work employee remains liable for injuries to third persons and/or members of the employee's family occurring on the employee's premises.

Employer Responsibilities:

- Set clear expectations related to job responsibilities and performance and determine measures of success.
- Modify supervisory and leadership skills appropriate for a remote, hybrid or flexible work situation. Remote leadership recognizes that if expectations are met, precisely how/where the work is conducted is not as critical as effective outcomes.
- Establish regular meetings with the remote employee.
- Provide relevant technology, resources, and tools to perform job duties remotely.
- Plan meetings, trainings, events, etc. in a manner that effectively includes remote employees as well as on-campus staff.
- Complete relevant steps to document remote, hybrid, or flexible work arrangements.
- Work with campus colleagues such as L&IT to allocate resources and equipment in a manner that does not duplicate resources between the on-campus workspace and the remote location.
- Clarify and communicate schedules, expectations for designated lunch break or other product and nonproductive time.
- Review and discuss with the employee, all relevant policies including hours of work, FLSA, and others as appropriate.
- Documentation should always indicate that any remote, hybrid, or flexible schedule will only be in place as long as University business needs allow.
- Identify strategies to maintain a productive, involved team where some members will not be in person.