

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Human Resources

Section Number: 22.11

Subject: COVID-19 Remote Work Policy

Page: 1 of 2

Date of Present Issue:
11/17/2020

Date of Previous Issues:
None

1. Purpose

This university policy includes the measures we are actively taking to mitigate the spread of COVID-19. In the interest of protecting employee health & safety and proactively slowing the spread of the COVID-19 virus, Lake Superior State University has implemented remote work plan following MIOSHA Emergency Rules dated 10/14/2020 stating, “the employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.” All eligible employees are expected to employ the practice of working at home, instead of working at the primary place of work (e.g. the office), unless otherwise specified by their direct supervisor.

Lake Superior State University reserves the right to terminate or extend the emergency remote work plan at any time given the constantly evolving nature of the COVID-19 situation. Employee compensation, benefits, work status, and work responsibilities will not change because of the emergency remote work plan.

This coronavirus (COVID-19) university policy is susceptible to changes with the introduction of additional governmental guidelines or changes in campus operations. If so, we will update you as soon as possible through university communications.

2. Scope

This COVID-19 policy applies to all employees. This policy applies to all employees at Lake Superior State University.

3. Policy Details

- 3.1. Not all roles are suited to remote work, because they require extensive use of onsite resources, hands-on service, or effect other business operations. In such cases, supervisors must document the reason(s) why an employee is unable to work remotely. Human Resources will keep record of all employees that are not required to work remotely.
- 3.2. The number of hours the employee is expected to work per day, or per pay period, will not change because of the remote work plan. Employees are required to work during the core hours of 8am and 5pm, or hours approved by their supervisor. All hourly employees are required to submit time sheets. Salaried employees may be required to submit timesheet at their supervisor’s discretion.
- 3.3. Employees are required to be available by phone, Zoom or Google Meet, and email during their scheduled hours of work, except for the lunch period or other designated breaks.
- 3.4. If an employee is ill while the remote work plan is in place, follow LSSU attendance notice and reporting procedures.
- 3.5. The employee’s remote work location is to be considered an extension of the Lake Superior State University primary work location. The employee is responsible for compliance with health and safety regulations while working in their remote office. The employee promises to maintain safe working conditions at the remote work location.
- 3.6. Employees are accountable for maintaining sufficient communications with their colleagues and supervisors. Therefore, sharing work schedules, and/or setting up recurring check-in meetings is recommended.

- 3.7. The employee's compensation, benefits (including Workers' Compensation coverage), work status and work responsibilities will not change due to participation in a remote work arrangement. Worker's compensation liability will be limited to work related injuries at a designated work space at the offsite location as opposed to applying to all areas of the remote site.
- 3.8. As part of the Remote Work Agreement the Employee must verify that they have appropriate equipment, software and connectivity at their alternate work site to adequately complete their duties. LSSU does not cover or provide for the additional cost of an off-site office, including that of additional telephone lines, telephone use charges and Internet Service Provider charges, etc. LSSU equipment is for university-related projects only. LSSU equipment may not be used for unlawful purposes or for work for other employers. Eligible employees should not allow family members or others to use LSSU equipment for other purposes.
- 3.9. LSSU will not be responsible for the cost, repair or service of the Employee's personal equipment.
- 3.10. Any hardware or software purchased by LSSU remains the property of LSSU and will be returned to LSSU on request; products developed while working remotely are subject to ownership rights as defined by LSSU Policy or Collective bargaining Agreements.
- 3.11. The University will maintain equipment it has provided. Any University property used by the Employee remains the sole property of the University. LSSU is not responsible for the temporary loss of remote working days due to equipment maintenance or repair. In such cases, the employee is expected to report to the office or obtain approved leave for time they are unable to work due to equipment or connectivity down-time.
- 3.12. Software used during remote work is subject to the same LSSU restrictions on duplication and unauthorized use as software used in the office. The Employee is responsible for software and configuration for work at home on non-University-owned equipment. LSSU computing support staff will provide general documentation but will not troubleshoot connectivity issues on non-University equipment.
- 3.13. Violation of this policy is subject to LSSU disciplinary procedures.
- 3.14. By signing a Remote Work Agreement, the Employee and supervisor/manager agree to the number of hours and the time of day that the Employee will work remotely. The Agreement includes verification that the alternate location provides a workspace that is ergonomically correct and safe, and free from hazards. It also documents the responsibilities for both parties and establishes expectations regarding work hours and performance for the Employee.
- 3.15. Remote work employees must maintain the confidentiality or security of University information. The Employee must comply with the policies and guidelines of proper use of information technology found on the LSSU Information Technology website and any other University policies or guidelines and work with their unit's IT support to set up proper safeguards. Breaches of information security, whether by accident or design, must be reported promptly.
- 3.16. Remote workers are responsible for all data, internet, or telephone charges, and they must have a secure and pre-approved method to access LSSU's networks remotely.
- 3.17. The employee is responsible for maintaining availability, levels of production, and quality of work at the same standard while working remotely as they would be on-site.
- 3.18. Supervisors may require remote employees to be on campus certain hours/days and may require remote employees to perform job duties during specific hours.
- 3.19. Supervisors/managers will review remote work requests on a case-by-case basis. Length of assignment for each request will be individually assessed.
- 3.20. All employees that are working from home must complete and sign a Remote Work Agreement. Human Resources will keep a record of all approved Remote Work Agreements.