

# POLICY AND PROCEDURE

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|---------------|---------------------------|
| <b>TITLE:</b> | <b>Remote Work Policy</b> |
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## **POLICY STATEMENT:**

) c GoodwinUniversity recognizeG Work Policy is designed to create greater flexibility for employees, it is not intended to substitute for childcare or other standing family obligations.

- Maintain necessary services for the home office, including a secured WIFI connection, phone, electricity, and other utilities. The university is not responsible for providing these services, and they must be provided by the employee at their own expense.
- Ensure the security of sensitive University information within your home office. This includes conducting work only from approved University computers and preventing family members from operating University computers.
- Accurately enter the hours worked for employees who are required to put in a timesheet. Employees are expected to work their regularly scheduled work hours, including starting and ending work at expected times with the same breaks as in the office, and to take paid time off when unavailable due to personal commitments.
- Complete all your assigned and required work tasks as agreed upon with your supervisor.
- Communicate with your supervisor any issues with your work arrangement.
- Possess strong time management, self-

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**DEFINITIONS:**

Hybrid: Primarily based in the office while working off-site part of the work week.

Remote: Primarily based off-site the entirety of the work week.

**EXCLUSIONS:**

Employees whose positions cannot be performed off-site, employees new to their position, and employees with performance concerns.

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

All University offices.

**HISTORY**

Created Jan 2023.

|                                       |                 |
|---------------------------------------|-----------------|
| <b>EFFECTIVE DATE:</b>                | March 1, 2023   |
| <b>RESPONSIBLE OFFICE (ONLY ONE):</b> | Human Resources |
| <b>REVIEW DATE:</b>                   | NA              |

**APPENDIX:**

Ergonomic

by [Comp Ortho](#) | Jun 23, 2020 | [Spine](#), [Wellness](#)

- When sitting at your desk, rest your feet flat on the floor. Use a footrest if the desk height can't be adjusted.
- Your thighs should be parallel to the ground, with a two-finger space between the back of the knees and the chair, and 3 to 6 inches of space between your thighs and the desk/keyboard.
- If needed, place a small pillow or towel roll behind you for lower back support. Your head should be level, facing forward, and in line with your torso.
- The top of your computer screen should be at or slightly below eye level. The screen itself should be 18 to 28 inches from your eyes, or at arm's length. If you feel you need to bring your eyes closer to your screen, consider seeing an eye doctor for an eyeglass prescription, or make your screen's text larger.
- If you use a dual monitor, swivel your body in your chair rather than constantly turn your



## **Best Practices Shared by Colleagues of Each University**

UB: Should you need additional IT requirements such as keyboards, monitors, etc; please contact the help desk in advance.

Goodwin: can provide additional equipment such as monitors on a case-by-case basis. The request must come through the manager, they need to contact IT themselves and work out the availability. If someone on your team needs equipment they don't have, the manager needs to socialize it with the IT department.

Have a shared team/department calendar.

Check in daily via text on off-site workdays.

Have a group chat on Teams for ease of communication.

Pick one day a week for everyone to be in the office.

Prioritize team building and getting to know each other. Try to find extra time in a meeting to ask for life updates/what plans people have for that weekend.

Use Teams to update current location (either on-site or working from home) and office hours.

Have weekly one on ones during the remote days away from campus.

Check in with staff in the morning and afternoon when they T/E/Bo/MDn Bp ressur eor ev ITdstin ( a w)