



## **XAVIER UNIVERSITY**

### **Remote Work Policy**

**Effective:** August 1, 2025 – July 31, 2026

**Last Updated:** June 17, 2025

**Last Review:** June 17, 2025

**Responsible University Office:** Human Resources

**Responsible Executive:** Vice President for Human Resources, CHRO

**Policy Number & Name:** Remote Work Policy

**Scope:** All Staff Members

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#### **A. POLICY**

Many positions at Xavier University require an on-campus presence in order to support our students. Having all employees of the University working collectively in the same place supports our mission and values. However, Xavier will consider remote work as a viable work option when appropriate for a position and when both the employee and the job description align for such an arrangement. Additionally, expectations for timely completion of work and other performance criteria are the same for an on-campus and remote employee. Hybrid or remote work will not be appropriate for every position or division at Xavier.

##### **A. Types of Work Arrangements**

Effective August 1, 2025 Xavier will recognize two types of work arrangement. Regardless of the type of working arrangement, all employees are expected to be available during normal working hours for their respective departments. Working hours and location must be agreed upon with the employee's supervisor, communicated to co-workers and key constituents, and maintained consistently. No other outside employment or volunteering should be conducted during established working hours.

## **1. On-campus position**

Employees in these positions have a designated workspace on campus and are entitled to work up to one day remotely, per week, year-round.

## **2. Remote position**

Employees in these positions work remotely full-time, year-round. Remote employees will not maintain a campus office or workspace. Upon the request of a supervisor or manager, remote employees might need to be on-campus for an event or meeting.

## **B. Eligibility**

When evaluating a remote employee request, supervisors should consider the specific position requirements, the impact on the office or department team, the employee's performance, and whether the employee can effectively perform the duties of the position while away from campus. A position's suitability for remote work will be based on operational needs and the responsibilities and duties of the role. An eligible position is one in which most of the duties can be completed away from campus or provide a significant advantage in being completed away from campus. There should be minimal bearing on others in the office or department or students from not having this position on campus. Positions that perform essential campus services will generally not be eligible for remote work.

### **1. Employee Considerations**

When evaluating a request, supervisors should consider the employee's performance in the workplace. Strong performance in the following areas could indicate an employee's readiness for remote work: ability to prioritize work and meet deadlines, effective time management, ability to accomplish duties with minimal supervision, effective communication with internal and external parties, strong organization, self-motivated, and a solid understanding of their role and expectations.

### **2. Disability Accommodations**

Requests to work remotely as a reasonable accommodation are handled through the accommodation request process set forth in the University's ADA Policy. Employees should discuss these requests with the Office of Human Resources.

## **C. Employee Responsibilities**

Expectations for timely completion of work to established standards, attendance and full participation at meetings, responsiveness to internal and external parties, and other performance criteria are the same for an on-campus and remote employee.

Supervisors will apply the same performance standards to employees regardless of work location.

The University may, on occasion, require in-person attendance for meetings, training, or other events. These requests will override a regular remote position arrangement.

Supervisors will discuss such instances with the employee and provide as much notice as possible.

### **1. Time Reporting**

Non-exempt employees approved to work remotely will be required to accurately record all hours worked. Non-exempt employees will be required to seek advanced approval for hours worked in excess or outside of normal business hours.

### **2. Safety & Injury Reporting**

Employees are responsible for ensuring a safe work environment. In the event an injury is sustained while working at home or other location and in conjunction with their regular work duties, it should be reported as soon as possible to the Office of Human Resources.

The University is not liable for any injuries to family members, visitors, and others in the employee's home office. Remote workers must carry homeowner's or tenant/renter's insurance that covers personal property and third-party injuries arising out of or relating to the use of the home as a remote/alternative work site and should consult their personal insurance carrier for advice.

## **D. Policies and Procedures**

Request to change one's work arrangement should be submitted to the direct supervisor/manager. Supervisors/managers will work with their HR Business Partner and Executive Cabinet Member to evaluate and ultimately approve or deny. Remote work does not change the terms or conditions of employment or required compliance with University policies, procedures, and/or work rules. Employees must maintain the ability to communicate with parties both internal and external and attend meetings via Teams. Incremental costs of working offsite are to be borne by the employee (i.e., home office set-up, internet access, telephone charges, technology, supplies, etc.), save for

terms potentially agreed to at the time of hire (i.e. Regional Admission Counselors).

## **E. Remote Work Site Expectations**

Remote employees must establish and maintain an appropriate environment within their alternative workspace. This space should be dedicated for business use and be the location in which the vast majority of work is completed. The designated workspace should be secure and free of noise interference by other household members.

Employees must take all precautions necessary to secure sensitive and confidential information, including student, volunteer, alumni, and donor records and information, etc., and prevent unauthorized access to University equipment and proprietary information. Employees are not permitted to relocate their remote office to any other location without first obtaining written permission from the Office of Human Resources.

### **1. Technology Equipment & Support**

Remote work arrangements must not create additional costs to the University. Xavier will not purchase or reimburse employees for the cost of technology and associated equipment, phone equipment and/or other items, especially printers or monitors. University provided computers are for the employee's use only and are not to be used by any other individuals within the household.

Employees working remotely and using University-owned equipment are expected to log in to VPN every week. This allows IT to update virus protection and security settings and to ensure your applications keep working.

### **2. Personal Device Set-Up**

IT only supports devices that are owned by the University. If an employee is using any device not owned by the University (e.g., local printer, home wireless networking, personally-owned phone) for work purposes, they are responsible for working through the support services they purchased with the device for its security and functionality.

### **3. Information Security**

Information Security: The University's Information Management Policy continues to apply to remote positions.

### **4. Safeguarding of Confidential Information**

The employee must acknowledge that the performance of job duties at home may require the handling of confidential information, and that continued compliance with all applicable University policies is an essential requirement in this arrangement. The employee must agree to protect all University information from improper disclosure to, or access by, other persons, including other members of the employee's household. The employee must agree to take appropriate steps to ensure the security of all work-related materials, data and equipment during times he/she is not working. The employee must not disclose any University information to any individual unless such disclosure is required for the performance of the employee's job duties or permit any University information to be accessed by any individual who is not authorized to do so for the purpose of participating in the work being performed.

All proprietary information must be stored in a locked room, desk, or file cabinet when left unattended. Proprietary information must be disposed of following University guidelines or returned to a University facility for proper disposal or storage. All proprietary information must be returned to the University upon termination of employment. Failure to comply with these requirements will be a basis for terminating the remote position status as well as initiating corrective action, up to and including termination of employment.

#### **5. In-Home Interruptions/Dependent Care**

The remote office must be free from interruptions or distractions from other household members and pets. Generally, remote work is not permitted to be used as a substitute for any caregiving needs (e.g., care of a child or other family member or individual). The University recognizes that on rare occasions this may be necessary, for example, caring for a child too sick to go to school; however, this would be the exception and not the rule. Employees must agree to maintain arrangements for caregiving as appropriate during working hours spent in the remote office.

#### **F. Return of Employer Property**

The employee shall return the equipment, supplies and other property provided to the employee by the University within three days of the University's demand for the same. Upon termination of employee's employment, the employee must deliver promptly to the University all equipment, supplies, documents, modems, telephones, facsimiles, office supplies, handbooks, reference materials, computerized information, hardware, and software on loan to the employee.

#### **G. Compensation and Benefits**

Compensation and benefits are not affected by remote status.

#### **H. Tax Implications**

Employees are responsible for determining any federal, state, or local tax implications resulting from working at home and for satisfying their personal tax obligations. In addition, Payroll may need to adjust an employee's local tax rate based on the municipality from which they are working.

Tax and other legal implications may be incurred for business use of the employee's home based on IRS, state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely on the employee. Employees should refer questions to their state and local township authorities and personal tax advisor.

#### **I. Termination of a Remote Work Arrangement**

All approved remote work arrangements must be structured on a trial basis initially. Management is responsible for assessing the effectiveness of the remote work arrangement, through campus and staff/management feedback and performance monitoring, throughout the duration of the arrangement to determine if any adjustments are necessary, or if the arrangement should be terminated.

The continued availability of a remote work arrangement will be reviewed periodically by management to determine if business needs are being met. If it is determined that the arrangement should be terminated, reasonable efforts may be made to provide 30 days of notice to accommodate commuting or other problems that may arise from such a change (unless terminating due to performance-related issues). The University reserves the right to terminate any remote arrangement at any time at its discretion.

#### **B. HISTORY**

Newly Approved June 17, 2025; previously existed as a “Remote Work Approach”.

#### **C. POLICY REVIEW SCHEDULE**

Next Review: June 1, 2026

#### **Other applicable policies and/or resources:**

ADA Policy