

Temporary Telecommuting Arrangements

Memo: Temporary Telecommuting Arrangements

Texas Wesleyan University takes the rapidly evolving current COVID-19 (coronavirus) situation very seriously and places a high priority on the safety and wellbeing of our entire campus community.

Due to the current COVID-19 (coronavirus) matter, Texas Wesleyan University is implementing a temporary telecommuting option for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at the University that require the employee to be physically present in the workplace. For additional clarification, you may contact your supervisor directly or the Office of Human Resources at hr@txwes.edu.

Employees should be proactive with their department supervisors in temporary telecommuting preparation to ensure employees have the resources necessary to work remotely. For information on Information Technology Resources during the temporary telecommuting period you may visit the University's [Keep Working](#) website.

The temporary telecommuting arrangements are expected to be short term. Texas Wesleyan University will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Texas Wesleyan University may require employees to return to regular, in-office work at any time.

Employees who have been exposed to an individual testing positive, or traveled to areas highly impacted by COVID-19 are not permitted to return to campus. This includes areas with a [CDC level 2 or 3 travel health notice](#). Please notify the Office of Human Resources at hr@txwes.edu if have been exposed to an individual testing positive, or traveled to areas highly impacted by COVID-19.

During temporary remote work arrangements, individuals should plan to be available during normal business hours to perform their regular tasks, as well as to attend meetings virtually. Individuals working remotely may be required to report to campus for certain meetings, and may be asked to return to their regular, in-office work location with short notice.

Equipment

On a case-by-case basis, the University will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, VPN access and other office equipment) for each telecommuting arrangement. The Office of Human Resources and Information Technology departments will serve as resources in this matter.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The University accepts no responsibility for damage or repairs to employee-owned equipment. The University reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory list of all the University property received created by their supervisor and agree to take appropriate action to protect the items from damage or theft. Upon termination of the temporary telecommuting arrangement all University property will be returned to the University, unless other arrangements have been made.

The University will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The University will also reimburse the employee for business-related expenses, such as shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The University will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary University information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the University's workers' compensation policy. For worker's compensation information contact Juan Azcarate at jazcarate@txwes.edu. Telecommuting employees are responsible for notifying the Office of Human Resources and your supervisor of such injuries as soon as practical. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

In order to ensure we are properly compensating employees, staff members must continue to track all hours worked via Ramlink. As always, non-working time away from the office should be coordinated with and approved by supervisors regardless of whether you are working on campus or virtually. Telecommuting employees who are not exempt from the overtime

requirements of the Fair Labor Standards Act will be required to accurately record all hours worked the University's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting arrangement.

Through this challenging and dynamic time, the health and safety of our campus remains the top priority. We care about the safety, health and wellbeing of our employees and their families. Texas Wesleyan University will continue to monitor federal, state, and local notices, and plan accordingly.