

SECTION Human Resources and Risk Management**SUBJECT: Alternative Work Assignments****ISSUED BY:** Human Resources/Vice President for Business Affairs and Treasurer**REPLACES:****APPROVED BY:** President's Cabinet**EFFECTIVE DATE:** July 8, 1999**Policy**

It is the expectation of Asbury College that all positions will have work responsibilities that are primarily located on campus. *Faculty and Administrative Staff* have the option to perform work functions after hours, outside of their regular office time, or away from the office. Any permanent change in schedule of work location for salaried employees must be pre-approved through this policy. It is our expectation that alternative work assignments for *Support Staff* will be limited to special situations where an employee is temporarily unable, because of unusual circumstances, to perform their job duties on site.

Alternative Work Assignments

Hourly employees may be allowed, under certain circumstances, to make temporary schedule changes to allow work at home if the nature of their job duties do not require on-site presence. Circumstances that may be appropriate for changes in work location may include, but are not limited to:

- Employee's convalescence from injury or illness.
- Employee's restriction to remain at home to assist family member during sickness and recovery.

All changes to regular schedule that involve working at home must be pre-approved by the employee's supervisor, department head, executive officer and the Vice President for Business Affairs. If the request is of a medical nature, written documentation requesting the alternative work assignment must be provided by a doctor or other licensed practitioner.

Termination of Alternative Work Assignment Participation

The employee, supervisor, department head, or executive officer may discontinue participation at any time.

Equipment/Software

Asbury College does not supply computer equipment for alternative work assignments. Equipment for work use is supplied on site for employees. Depending on availability, employees may check out certain pieces of equipment to use for work assignments away from campus.

Remote Access Software is available for home installation on an employee's home computer. This software can be borrowed from information services for home installation. Use of this software is restricted for personal or work use by the employee or student only. It is not intended to provide network access for other family members. This software may be acquired through the Information Services Department.

Hours of Work/Overtime

All work schedules require approval from the appropriate supervisor, department head, executive officer, and the Vice President for Business Affairs. A schedule may be approved for an individual as long as the work schedule is consistent with management needs and the requirements of the employee's job.

Overtime must be approved in advance. It is the responsibility of the employee to accurately report all hours worked. Standard employee time cards will be used to record hours worked. Employees and supervisors will be asked to "certify that this time record is a true statement of the hours worked during the above pay period, both on and off campus."

Worker's Compensation/Liability

If an injury sustained by an employee is related to their work assignment (i.e. occurs while performing job functions) the injury may be a compressible injury under worker's compensation. The employee is expected to immediately report all such injuries to their supervisor and Human Resources Office.

Security Issues

Employees are expected to follow all necessary security procedures while working at home. Data is to be secured as usual. Log-on and password information is not to be shared under any circumstances.

Extra caution should be taken if employee records or other confidential work records are to be transported off-campus for work. Any employee taking these materials away from the premises should leave an inventoried list of such records with their immediate supervisor.

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