

NORTHWESTERN STATE UNIVERSITY How to Request a Remote Work Arrangement

Process

An employee who wishes to work from home should first review the Human Resources policy for **Remote Work Arrangements** which outlines the expectations and responsibilities assumed by the employee if a **Remote Work Agreement** is executed between the employee and NSU.

Understanding these expectations, the employee should then discuss the appropriateness and feasibility of this arrangement with the supervisor, who has a broader set of criteria to consider. (See procedure **How to Evaluate and Administer a Remote Work Arrangement.**)

If the supervisor agrees to a remote work arrangement for the employee, the employee will complete a **Remote Work Agreement**.

Responsibilities

1. Employee – Understand, agree to, and abide by the terms of the Remote Work Agreement.
2. Supervisor – Determine departmental feasibility of remote work arrangement for the requesting employee. Coordinate with departments who would facilitate the arrangement including Human Resources, Information Technology, Asset/Space Management, Environmental Health and Safety, and key departments within the scope of workflow. Coordinate approval process.
3. Human Resources – Assist supervisor and employee in interpreting policy and executing Remote Work Agreement, as needed.

Related Policies and Procedures

- HR-POL-30. Remote Work Arrangements.
- HR-PROC-31. How to Evaluate and Administer a Remote Work Arrangement

Forms

- Remote Work Agreement
- [Movable Property Transaction Request](#)
- [Work Schedule Form](#)

Information and Assistance

For additional information or assistance with this policy, contact Veronica M. Biscoe, Executive Director, Office of Institutional Effectiveness and Human Resources, at ramirezv@nsula.edu or 318-357-6359.

Approvals

Approved by: _____
 Name: _____
 Title: _____
 Date: _____

Associated Resources

These documents and other resources were used in the formulation of this policy.

- Job Position descriptions
- List of Job Positions eligible for Remote Work Arrangement consideration

Revision History

Version	Date Revised	Revisions
1	8/6/23	Original procedure as proposed.