

NORTHWESTERN STATE UNIVERSITY

How to Evaluate and Administer a Remote Work Arrangement

Process

A supervisor with an employee who wishes to work from home should carefully review the Human Resources policy for **Remote Work Arrangements** which outlines the expectations and responsibilities.

1. Evaluating the Employee Request to Work Remotely
 - a. Determine if the employee position is eligible for remote work by checking the listing of position numbers eligible for remote work. Eligibility of positions is evaluated as new positions are added. Direct questions to Human Resources.
 - b. Review the Remote Work Agreement.
 - c. Before discussing any logistics or approvals with the employee, consider the following factors.
 - Has the employee demonstrated the ability to work independently?
 - Does employee attendance and performance history support a remote work arrangement?
 - What is the potential impact on the employee's work quality, throughput, or efficiency?
 - What is the potential impact on the department's effectiveness, communication, or process efficiency?
 - Is the proposed work environment suitable for the nature of the work?
 - Are there additional costs to NSU associated with the arrangement (e.g., higher taxes, additional regulations, or other location-dependent factors)?
 - d. Review each line item of the Remote Work Agreement with the employee and clearly establish the expectations you have for the arrangement if it is approved.
 - e. If you agree with the employee's request, advocate on the employee's behalf for agreement among the remaining approvers. If you do not agree with the employee's request, indicate this to the employee directly without advancing the request to others in the approval chain.

2. Administering a Remote Work Agreement
 - a. Ensure that the Remote Work Agreement is fully executed by all approvers and a copy is kept in Supervisor and HR files, with a copy to the employee.
 - b. Verify that appropriate documentation is completed to reflect movement of assets such as computer equipment or other property.
 - c. Notify team members of the change of work arrangement.
 - d. Ensure that the employee makes appropriate notifications to colleagues and edits any directory information as appropriate.
 - e. Schedule the three-month review and conduct it promptly.
 - f. Document any adjustments to the work arrangement by executing a new Remote Work Agreement and filing with HR.
 - g. Ensure that the employee adheres to expectations, policies, and procedures.
 - h. Provide employee with as much advance notice as possible for any meetings or events where attendance is required.

- i. Provide employee with as much advance notice as possible if you anticipate termination of the Remote Work Agreement.
- j. Verify that all equipment and property is returned upon termination of a Remote Work Agreement.
- k. Review, discuss, and, if agreed, renew the Remote Work Agreement annually.
- l. Work with HR on any concerns or questions.

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.
 - Evaluate employee performance at three months and at least annually thereafter.
3. Human Resources
 - Assist supervisor and employee in interpreting policy and executing Remote Work Agreement, as needed.
 - Maintain completed Remote Work Agreements on file.
 - Ensure that Remote Work Agreements are updated on schedule and reviews are conducted as required.

Related Policies and Procedures

- HR-POL-30. Remote Work Arrangements
- HR-PROC-30. How to Request 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
X.nn.1	8/6/23	Original procedure as proposed.