REMOTE WORK POLICY (EXEMPT STAFF)

SUMMARY
Wake Forest University supports remote work arrangements for staff in some situations based on the individual’s request and the department’s ability to accommodate the request based on departmental operations and priorities. Remote work arrangements will not be feasible in all cases (e.g., hourly, support-level positions), and requests should not compromise office/department coverage for students, colleagues, and clients. Staff may be required to report to campus for meetings, presentations, projects, etc. in person while exercising the remote work option.

ELIGIBILITY
This policy is intended for staff who are requesting remote work arrangements for a specified period of time on a part-time or full-time basis, rather than a request for an occasional remote work day.

Staff requesting remote work arrangements must be exempt, have successfully completed the 90-day introductory period, and currently meet job expectations. If applicable, daycare for children must be arranged in advance, as child care needs should not be the basis for remote work requests.

REQUESTS AND COMMUNICATION
1. Staff requesting a remote work arrangement must complete the Adjusted Work Arrangement Request form and have the approval of the Department Leader before beginning to work remotely. The agreement will indicate the remote work schedule and the period beginning and ending date.
2. Changes to the individual’s schedule should be requested by completing a revised Adjusted Work Arrangement Request form in advance of making the change.
3. If personal appointments are made on remote work days, the time expectation of when the employee will not be available should be communicated to the Department Leader in advance.
4. Any work-related accident, injury, or illness that occurs while working remotely must be reported immediately to the employee's supervisor so that a First Report of Incident can be completed.
5. The remote work arrangement may need to be communicated to department colleagues who have a need to know.
RE-EVALUATION
The remote work arrangement should be re-evaluated each semester to determine feasibility as it relates to department operations and/or staff job performance. The department leader has the right to discontinue the arrangement at any time.

EQUIPMENT AND TECHNOLOGY
Remote workers should have an established work space in the remote area. WFU will not provide equipment for remote work use unless it is justified based on the needs of the department and the nature of the work assignment. All WFU computing must be conducted using the VPN connection for security purposes. WFU phones may be forwarded to mobile phones, or WFU computing devices may be used to place and receive calls while working remotely.