| POLICY TITLE | Work-at-Home | Policy Number | 332 |
|---|---|---|---|
| **Section** | Human Resources | **Approval Date** | June 11, 2008 |
| **Subsections** | Conditions of Employment | **Effective Date** | June 11, 2008 |
| **Responsible Office** | Office of the Vice President of Planning, Budget, and Human Resources | | |

## 1.0 PURPOSE

**1.1** This policy sets forth the basis for and procedures to be used when considering, initiating, and maintaining a work-at-home agreement.

## 2.0 REFERENCES

**2.1** *Fair Labor Standards Act (FLSA)*

**2.2** *Utah Workers Compensation laws*

## 3.0 DEFINITIONS

**3.1 Department head:** Means the administrator(s) that reports directly to the divisional vice president.

**3.2 Work-at-home**: Means a workplace agreement whereby some or all of the employee's job duties are performed at the employee's residence (or another approved alternate work location). For purposes of this policy, a work-at-home agreement is limited to situations whereby the employee, on a regular, continuous basis (as opposed to a sporadic, unscheduled, "once in a while" basis), performs the job duties at his or her home.

**3.3 *Work-at-Home Agreement Form*:** A form on which proper authorization of a work-at-home agreement is documented.

**3.4 Employee:** For the purposes of this policy, individuals employed by the University, except faculty (including adjunct faculty) and students.

## 4.0 POLICY

**4.1** The standard of the University is to have work performed on institutional premises. The University may permit work-at-home agreements in accordance with this policy or the procedures contained herein.

## 5.0 PROCEDURES

### 5.1 Implementation of a Work-at-Home Agreement

**5.1.1** The employee and his or her immediate supervisor develop a written justification of business need or condition.

**5.1.2** This written justification must be submitted to and approved by the departmental head and the respective vice president.

### 5.2 Approval of a Work-at-Home Agreement

**5.2.1** Approval of a work-at-home agreement is made on a case-by-case basis and requires the completion and approval of and continued compliance with the work-at-home agreement.

**5.2.2** Approval should be based on the position's duties and responsibilities, as well as the employee's record of performance and other factors pertinent to each individual situation.

**5.2.3** An employee's mere desire to work-at-home is not sufficient business need when granting approval.

**5.2.4** The approval of an employee's work-at-home request does not mean that another employee who later may fill that same position, or who even has the same or similar job title or job description, will be authorized to work-at-home.

**5.2.5** An employee who changes positions or is reassigned to another position will be required to reapply for a work-at-home agreement.

### 5.3 Responsibility of the Department Head

**5.3.1** Receive approval from the vice president to initiate a work-at-home arrangement.

**5.3.2** Justify in a written document the rationale for granting the employee a work-at-home agreement.

**5.3.3** Complete the *Work-at-Home Agreement Form* and submit it to the divisional vice president for final approval/authorization.

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**5.3.4** Copies of the Work-at-Home Agreement Form are available in the Human Resources office.

**5.3.5** After the agreement form is approved, submit the original signed document and any relevant attachments to Human Resources for file retention.

**5.4 Responsibility of the Work-at-Home Employee**

**5.4.1** Sign the *Work-at-Home Agreement Form* and obtain appropriate approvals prior to working from home.

**5.4.2** Comply with the work-at-home agreement.

**5.5 Termination/Modification of the Work-at-Home Arrangement**

**5.5.1** The University maintains, in its sole discretion, the ability to approve, deny, withhold, cancel, or withdraw a work-at-home agreement at any time.

| POLICY HISTORY | | |
|---|---|---|
| Date of Last Action | Action Taken | Authorizing Entity |
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