Division of Student Affairs
Remote Work Guidelines
V11.1.2023

Purpose:
All requirements stated within the University's policy must be followed before remote work can commence; Remote Work Policy.

The guidelines provided in this document are intended to compliment the University's Remote Work Policy, clearly defined responsibilities, and expectations of remote work, and create consistency to endure the division's success in creating the #1 student experience.

Effective February 1, 2024, all staff are to return to an in-person schedule unless official University paperwork is approved and on file with the Office of Human Resources.

Employee Responsibilities and Expectations:

1. The quantity, quality, and timeliness of work is expected to be maintained or enhanced while working remotely.
   a. Working remotely is not to interfere with the division's commitment to offer responsive, reliable, and seamless support.
   b. Employees working remotely are to be responsive to all stakeholders in a timely fashion.
   c. Stakeholders are not to be impacted by a change in service level or responsiveness.
   d. When requested, employees working remotely must be available to come into the office.

2. Communication is imperative to support teamwork and engagement.
   a. Weekly supervisor "pulse checks" are to be scheduled to keep abreast of work progress.
   b. Supervisors and team members must be informed when a remote employee will. Be unavailable.
   c. A remote employee must be reachable at all times by phone, chat, text, or email, as if working in the office.
   d. At a minimum, a remote employee must have access to an operable telephone, internet, and VPN. Phone and internet will not be reimbursed to the remote employee.

3. University equipment located at a remote work site is subject to all policies and restrictions related to use of state-owned property.
   a. All systems must be accurately reflected in the department's Digital Asset Tracking system.
   b. Participating employees are responsible for any equipment and software used at the remote work site and accept financial responsibility for any equipment that is lost, stolen, or damaged because of the employee's negligence, misuse, or abuse.
   c. Duplicate equipment and/or printers will not be purchased by the department.

4. Employees are responsible for safeguarding information regardless of where, when, and how they work.

5. While performing job duties when working remotely, the expectation is to arrange for dependent care just as if working in the office.
   a. In the event a remote employee is faced with caring for a dependent, and the level of care needed for a dependent prevents or significantly disrupts productivity, the supervisor must be notified.

6. The AVP, department head, and supervisor must pre-approve any Remote Work Plan paperwork following University policy and procedures.
   a. Not all positions are the same. Some positions are more suitable than others to remote work, even with similar state classifications.
   b. Eligibility is dependent on job responsibilities and expectations of the department to stakeholders.
   c. Individuals with less than 12 months of service are not eligible.

Process for Request:
- All required paperwork (Remote Work Form, Memo of Expectations, and Employee's PD) must be submitted through SABO using the Student Affairs Remote Work Request Form.

Resources:
- **CUHR Remote Work at Clemson Webpage**
- **In-State Remote Work Guidebook**