



## **Answers to Frequently Asked Questions about the Remote Work Policy**

**June 2021**

### **1. Who is eligible to work remotely?**

The Remote Work Policy applies to faculty and staff. Generally, campus-based faculty are not eligible for remote work and although the policy applies to both exempt and non-exempt positions, there are many factors that must be considered for an employee to be eligible for remote work. Things that managers take into consideration in making these decisions include 1) the department 2) the role 3) the team and 4) the individual. Remote work may be appropriate for some employees and positions but not others and managers must lead with business needs.

### **2. Do I need permission to work remotely?**

Yes, you need permission from your manager to work remotely.

### **3. Do I need to fill out a remote work agreement even if I already have one in place?**

We recommend Managers revisit remote work agreements annually at the very least.

### **4. If I want to work remotely, what is the process?**

Employees interested in working remotely are required to submit a Remote Work Proposal Form to their manager. If the manager approves the Remote Work Proposal, the manager and employee must complete the Remote Work Agreement with all the required signatures and submit to HR for final review and approval.

### **5. Who decides if my position is eligible for remote work?**

For staff members, Managers and VPs are the decision makers on remote work for the department. For faculty members, Deans are the decision makers.

### **6. If I am a campus-based faculty member, does this policy apply to me?**

This policy applies to all faculty and staff members. If a faculty member who teaches on campus would like to work remotely, they must discuss with their Dean. Generally, campus-based faculty positions are not eligible for remote work.

**7. If I am a campus-based faculty member and I want to teach online, does this policy apply to me?**

This policy applies to all faculty and staff members. For faculty who want to teach online, they must discuss with their Dean.

**8. If I am approved to work remotely will I be reimbursed for my internet and phone bill?**

The cost of internet and phone service is generally not reimbursable under this policy.

**9. Under this policy, for what items might I be reimbursed?**

The University may provide select equipment and appropriate stipends for materials needed by Full Remote Work employees to effectively perform their duties, as approved by their Manager and Unit Vice President.

Generally, Partial Remote Work employees are not eligible for home office expenses or travel related expenses to campus.

**10. If I move out of state, will the cost of travel to campus be covered?**

Partial remote work employees are not eligible for travel related expenses to campus. If your position is campus-based and you move out of state, it is still your responsibility to cover costs associated with commuting to campus.

Full remote work employees that reside within 150 miles of the campus are not eligible for travel related expenses to campus. All eligible travel related expenses will be reviewed and expensed in accordance with the [Simmons University Travel & Hospitality Policy](#).

**11. If I am not comfortable being on campus because of COVID-19, can I work remotely?**

Simmons is following all guidelines by the city, state and CDC to keep our campus and community safe and healthy. Business needs will dictate if someone is approved to work remotely.

**12. What is the process for requesting an accommodation?**

If you have a disability and wish to receive assistance or reasonable accommodation for that disability, you should submit your request via the Employee Disability Accommodation(s) Request and Authorization Form, available on the [Benefits website](#).

Any remaining questions about the Remote Work Policy should be directed to [hr@simmons.edu](mailto:hr@simmons.edu).