

Hybrid Remote Work FAQs

FAQ – Employees

- **What does hybrid remote work mean?**
 - Hybrid remote work is a flexible work arrangement that allows an employee to work at home or elsewhere for 1-3 days (or up to 24 hours) of their regular work schedule.
- **What equipment will be provided to me for remote work?**
 - Remote employees should work with their supervisors to determine if university equipment will be assigned and what the expectations are concerning that equipment. Please use the OSU CHS IT Remote Work Agreement or OSU Tulsa Memorandum of Agreement for OSU equipment checkout.
- **If I am approved to work remotely, can I work outside of Oklahoma?**
 - Maybe. It depends on the state's employment law requirements and insurance coverage requirements such as workers' compensation. Employees should contact OSU Human Resources (OSU HR) prior to requesting work outside of Oklahoma. Remote work options are not available for outside of the United States.
- **How do I know if I can work remotely?**
 - Employees should work with their supervisor to determine if remote work is appropriate for their position. Supervisors should consider position-specific tasks and requirements; the continuity of operations; impacts on students, coworkers, and the public; and any employee performance concerns. Please note remote/hybrid remote agreements require additional review and approval through the appropriate dean and/or vice president. Requests involving out-of-state locations and all remote work requests for international employees require further review through OSU HR.
- **How will my performance be evaluated while I work remotely?**
 - Supervisors are responsible for developing a means for tracking and evaluating performance and providing accountability for all employees – regardless of work location.
- **What are the requirements for my remote office?**
 - Remote employees are responsible for establishing and maintaining an adequate and safe work environment. The employee is responsible for ensuring the workspace is free of safety hazards and other dangers. The employee is also responsible for establishing a work environment free of interruptions and distractions that would affect performance and professional workplace conduct.
- **If I work remotely, when can I work?**
 - You and your supervisor will agree on the number of days or hours of remote work to take place each workweek, work schedule, and the manner and

frequency of communication. Please note you are required to comply with federal law and university policy as it relates to expected number of hours of work (40 hours = 1.0 FTE) and overtime considerations.

- **What is the approval process for hybrid remote work?**
 - If employees are interested in hybrid remote work, they should first talk with their supervisor. Hybrid remote work will be reviewed on a case-by-case basis, considering duties performed and impact on students, faculty, other staff, and the public. If approved, a Remote Work Agreement form should be completed and reviewed/approved by the appropriate dean and/or vice president. Out-of-state requests and all remote work requests involving international employees require further review by OSU HR.
- **I believe I can perform my job remotely, but my supervisor has denied my request to work remotely. What can I do?**
 - Remote work is a privilege, not an employee benefit or right. Supervisors should analyze employee performance, job duties, and the impact remote work has on the continuity of operations and/or customer service, collaboration, etc. If management determines that remote work is not appropriate, they may deny the request.
- **Can a Remote Work Agreement be revoked or cancelled?**
 - Yes. If circumstances change and remote work is no longer appropriate, the arrangement may be discontinued at any time with reasonable notice to the employee. Remote work is a privilege, not an employee benefit or right.
- **Will I receive compensation for my phone or internet bills if I work remotely?**
 - The university is not responsible for costs associated to internet or phone expenses.
- **If I am scheduled to work remotely and the campus closes due to inclement weather, will I be eligible for paid administrative leave due to the closure?**
 - No. Remote employees are generally ineligible for inclement weather leave; however, administrative, or other appropriate leave may be granted on a temporary basis at the discretion of the university.
- **What if I feel ill and I'm supposed to be on campus that day? Can I work remotely if I'm well enough to work but have symptoms that prevent me from working on campus?**
 - Employees should only come to campus if healthy. Please work with your supervisor on a case-by-case basis to determine if remote work while ill is appropriate for your position and for your situation.
- **Will the expectations of work I perform while working remotely remain unchanged from the work I perform on campus?**
 - Unless otherwise specified in the Remote Work Agreement, the employee's work status, job duties, and responsibilities will remain unchanged.

- **What happens if I am unable to work remotely from home due to a power or internet service outage?**
 - Please contact your supervisor immediately and work with them to find an alternative working location for the day, which may include coming to campus. If no alternatives are available, you would use annual leave.
- **If school is closed or virtual for my children, may I work remotely?**
 - Remote work is not designed to be a substitute for active dependent care (exceptions may be granted for exceptional circumstances, such as a pandemic). Work schedules may be negotiated as appropriate to accommodate dependent care needs. Please work with your supervisor.

FAQ – Supervisors

- **Will staff have choices to work remotely or work in the office?**
 - Remote work may be used when appropriate to the specific needs of a department and employee. It may be approved on an ongoing basis, or a time-limited basis and exceptions may be required to meet department needs. Using the Remote Work Assessment, employees and supervisors should work together to determine if remote work is appropriate for the job duties and role of the position; however, any remote work must be approved by the manager and may require a formal Remote Work Agreement with review/approval through the appropriate dean and/or vice president. Out-of-state location requests and all remote work requests involving international employees require additional review through OSU HR.
- **Which factors should departments/units consider when determining if remote work is possible and if an employee is prepared to be successful?**
 - Departments/units should consider position-specific tasks and requirements; impact on students, coworkers, and the public; and any employee performance concerns. The supervisor should also consider employee performance and determine if the employee has enough training/knowledge of their duties and tasks to successfully work remotely.
- **How can I ensure equity/fairness of Remote Work Agreements for various employees in my office with similar job descriptions?**
 - Remote work is not appropriate for all employees and jobs and does not need to be approved for all employees in the same or similar jobs. It should be considered on a non-discriminatory, case-by-case basis. Agreements should be evaluated based on the business need of the department and the specifics of each employee's work abilities and job description. If you have further questions, please contact your HR Consultant.

- **How long does a Remote Work Agreement last?**
 - At this time the remote work option is a pilot for Fall 2022. It is recommended that departments review Remote Work Agreements on a semester-by-semester basis to determine if the arrangement should continue or be modified. Remote Work Agreements can be terminated at any time for any reason with reasonable notice to the employee.
- **Can the university pay for office items for someone's home (e.g., office chair, desk, etc.)?**
 - Payment for office furniture and other business expenses should be discussed in advance and addressed in the Remote Work Agreement.
- **Can remote employees apply for accommodations under the Americans with Disabilities Act (ADA)?**
 - Yes. Any employee in need of an accommodation may contact the Human Resources office to file a request.
- **Are remote employees covered by Workers' Compensation?**
 - Yes. Remote employees will be covered by [OSU Workers' Compensation](#) for work-related injuries incurred during the normal course and scope of their employment and job duties, including only being covered during agreed-upon work hours, in accordance with state law. Employees must report any work-related injuries to their supervisor immediately (within 24 hours) using the university's standard injury reporting process.
- **How will supervisors be expected to manage an employee who is not physically on campus?**
 - Supervisors are responsible to develop a means of tracking the employee's hours worked, evaluating work performance, and holding the employee accountable, as they would normally do for an employee working in the office. It is important to provide clear performance expectations. Regular communication with the employee is also very important.
- **My employee wants to work remotely, and their position has been designated as eligible to do so; however, the employee has performance issues that make me hesitant to allow them to do so. What should I do?**
 - Carefully consider the performance issues that are causing you concern. Discuss any concerns with your HR Consultant. Ensure you have clearly communicated your expectations with the employee and provided feedback on areas where they can improve.
- **My employee is working remotely, but their performance is declining. What should I do?**
 - OSU Human Resources can help navigate concerns regarding staff performance. Please contact your HR Consultant for further assistance.

- **Can I bring my employee back to working on campus if circumstances change?**
 - Yes, if circumstances change and remote work is no longer appropriate, Remote Work Agreements may be discontinued by the university at any time with reasonable notice to the employee.
- **Can I require a remote employee to come to campus occasionally?**
 - Remote Work Agreements should allow for the possibility that management may occasionally require everyone to be physically present.
- **What if I have concerns about my employee providing childcare while working remotely?**
 - Remote work is not designed to be a substitute for active dependent care (exceptions may be granted for exceptional circumstances, such as a pandemic). Work schedules may be negotiated as appropriate to accommodate dependent care needs.
- **What equipment will the remote employee need and who will provide it?**
 - When Remote Work Agreements are made, university equipment may be assigned to the remote employee and an OSU CHS IT Remote Work Agreement form/OSU Tulsa Memorandum of Agreement be completed. If university equipment is used, the employee must exercise reasonable care for the equipment and comply with the Appropriate Use Policy, 3-0601. Some remote employees may be required to provide their own equipment, which complies with all university IT security rules.
- **How should employees and supervisors work together to determine workload?**
 - Unless otherwise specified in the Remote Work Agreement, the employee's work status, job duties, and responsibilities will remain unchanged.
- **What is a hybrid schedule and how should it be reflected in a Remote Work Agreement?**
 - A hybrid schedule includes some on-site work and some remote work. This schedule works well for employees who can perform the duties of the position successfully from a remote location, but whose position also requires some in-person interaction and/or team collaboration/team building and/or not all customer interactions are suitable for email, phone, Zoom, Teams. IT is suitable when the employee is equally productive in both locations. Days/hours of work location should be designated on the Remote Work Agreement form.
- **How should leave be handled with remote employees?**
 - The employee is responsible for recording vacation, sick, or other leave as they would do at the primary work location, in accordance with CHS policies [3-70713](#), and [3-70716](#) and OSU Tulsa policies 3-0713 Attendance and Leave for Staff and 3-0716 Sick Leave for Staff.

- **For employees who may work remotely on occasion, should a Remote Work Agreement be completed?**
 - No. A Remote Work Agreement is not required; however, documentation should be secured either prospectively or retrospectively and may be in the form of an email or other notation indicating supervisory approval.
- **For inclement weather, can employees who generally work on-campus work remotely instead?**
 - Yes, temporary remote work may be appropriate for special circumstances (e.g., natural disaster, snow day, etc.). Please be aware that other payments in correlation with university policy may apply due to work during university office closure. Please also note that remote employees are generally not eligible for inclement weather-related administrative leave payment.
- **If a remote employee's supervisor changes, does the employee have to complete a new Remote Work Agreement?**
 - While it is not required to complete a new [Remote Work Agreement](#) form, new supervisors should review the existing agreement with their employees. If changes need to be made, a new agreement should be completed.
- **An employee has requested to work remotely; can I say no?**
 - Remote work is a privilege and is neither an employee benefit nor an employee right. When considering whether employees may work remotely, be sure to apply consistent evaluation and refer to Supervisor Guidance document.
- **What if an employee requests to work from home for medical reasons?**
 - For conditions that may qualify, employees who need an accommodation may contact the Human Resources to file a request. Human Resources will analyze such requests according to established policy and procedures and the Americans with Disabilities Act (ADA).
- **If I have many employees in my department interested in remote work and I am not able to accommodate every request, how do I prioritize the requests and not create a morale problem in my department?**
 - It may be helpful to begin by considering groups of jobs within your department. Are there positions that are conducive to remote work? Are there responsibilities that cannot be done from a remote work site? Can the employees rotate schedules? It can then become easier to evaluate individual requests to determine if remote work is possible in specific situations. Be clear about the criteria being used for determining remote work options.
- **Can I approve an employee to work remotely outside of Oklahoma?**
 - Supervisors should contact their HR Consultant prior to approving any Remote Work Agreement for work outside of Oklahoma. There are specific labor laws that apply to states, counties, and municipalities that must be reviewed for compliance. It is also important to contact HR when the employee notifies you,

they are changing locations – such as moving to a different state, or if moving to a different county/city within a state other than Oklahoma. Additionally, if the employee holds an H-1B, please immediately contact tulsa.hr@okstate.edu for assistance.