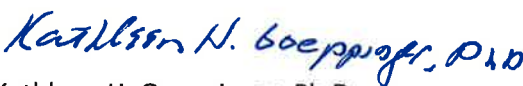


## MIDWESTERN UNIVERSITY

### STANDARD POLICY

DIVISION: Human Resources

CAMPUS: Downers Grove/Glendale

SUBJECT: Work from Home Policy			POLICY NO.
Approved by:  Kathleen H. Goeppinger, Ph.D. President and Chief Executive Officer	Issue Date 1/18/2022	Supersedes N/A	Pages 1 of 5

#### **PURPOSE**

Midwestern University recognizes the need for work/life balance and flexible work environments. The presence of faculty, staff, and administration on campus as active members of our academic community is at the foundation of Midwestern University and creates a highly collaborative workplace with excellent on-campus experiences for our students, patients, and colleagues. In some contexts, the combination of work from home and work on campus may be amenable to adjustment in ways that improve productivity and flexibility, while meeting the business needs of the University. The purpose of this policy is to establish guidelines for when working from home is an option. Working from home will always be a voluntary option and no employees will be required to work from home.

#### **POLICY**

##### 1. Eligibility

###### 1.1 Standards

- 1.1.1 All full time exempt (salaried) faculty, staff, and executive positions are eligible to work from home. Employees below full time will be eligible for intermittent, occasional work from home, but not for a regularly scheduled work from home schedule.
- 1.1.2 Work from home will be up to a maximum of 40% of an employee's work hours for eligible positions in large departments. Small departments should limit their employee's work from home to 20% to provide for adequate office support and provide opportunities for collaboration.
- 1.1.3 All educational instruction will be conducted in person and on campus, except for rare occurrences due to illness or emergencies. Exceptions to in-person instruction can only be made with approval by the Academic Dean and must include adequate notification to the students enrolled in the class.
- 1.1.4 Any employee participating in the work from home program must have demonstrated the ability to work independently and not require close

supervision. They must be able to complete tasks and assignments timely and accurately and have excellent communication and collaboration skills.

1.1.5 Managers are responsible for working with their employees to determine if their position is suitable for working from home. Not all positions have the same level of flexibility and adaptability under this policy and therefore may not be eligible to work from home. All employees will be required to complete the application process to work from home and be approved prior to beginning the work from home arrangement. Approval to work from home will require approval from all supervisors in the approval chain up through the final level of approval with the Vice President, CAO, CFO, or CEO, in conjunction with the Office of Human Resources.

1.1.6 Positions that may be eligible for working from home will only be eligible if the arrangement does not create disruption to performance or service. The needs of the department to meet their business objectives will be a priority including the ability to have key meetings, provide adequate office coverage, achieve goals and objectives, and work collaboratively within the department and university.

1.1.7 All employees will be expected to be available during the normal hours of business when working from home. At times, employees may be required to be physically present on-campus for meetings, events, or other duties even if they occur on a day that they would normally work from home. The business needs of the university will take precedence over the work from home arrangement.

1.1.8 Working from home should not be used for the purpose of taking leave or time off from work. Requests for leave or time off should be made under the appropriate policy.

## 1.2 Employee in good standing

1.2.1 An eligible employee must be in good standing and have a satisfactory performance record to be eligible to work from home. The employee's manager will assess the needs and work habits of the employee for successful remote work (reliability, responsiveness, and the ability to work independently).

1.2.2 Employees who are not in good standing (e.g., have performance related issues, poor attendance, or are on progressive discipline) will not be eligible for working from home.

## 1.3 Termination of eligibility

1.3.1 The University reserves the right to modify the work from home arrangement and this policy at any time. Eligible employees may be required to return to campus if deemed as having performance or work conduct problems, or if the University feels it is in the best interest of the University and/or the employee to modify or suspend the arrangement, either permanently or temporarily.

1.4 Compliance with University policies

1.4.1 Eligible employees must agree to comply with university rules, policies, handbooks, practices, and instructions. Employees must understand that noncompliance may result in ending the work from home arrangement and/or disciplinary action, up to and including termination of employment.

1.4.2 Eligible employees using their own electronic devices or Midwestern issued devices must adhere to all University policies related to their use.

2. Equipment and technology

2.1 Equipment required to work from home includes a computer, strong internet connection, and phone access. It is the employee's responsibility to ensure they have the right equipment to work from home. In some cases, the university may be able to provide equipment to enable working from home, but the university does not guarantee it will be able to provide equipment for all work from home arrangements. On a case-by-case basis, Midwestern will determine, with information supplied by the employee and supervisor, if the appropriate equipment can be provided by Midwestern University. Any equipment supplied by Midwestern University will be maintained by Midwestern University, and any equipment supplied by the employee will be maintained by the employee. Midwestern University reserves the right to make determinations as to appropriate equipment, subject to change at any time, and can deny work from home approval due to an employee's inadequate equipment. Any equipment supplied by Midwestern University is to be used for business purposes only. Upon termination of employment, all company provided equipment must be returned to Midwestern University, unless other arrangements have been made and approved.

2.2 Employees are responsible for maintaining the security and confidentiality of university files, data, and work product. Consistent with Midwestern University's expectations of information security for employees working in the campus office, employees are expected to ensure the protection of all proprietary information from their home office. Any violation of data security or loss of university materials is cause for revocation of the work from home arrangement.

2.3 Employees will not be reimbursed for the cost of off-site related expenses including, but not limited to: phone service, internet service, or new equipment costs. Employees will also not be reimbursed for the purchase of office supplies. Exceptions to any off-site related

expense or office supply reimbursement can be made on a case-by-case basis with business justification and approval from the Vice President, CAO, CFO or CEO.

2.4 Personal tax implications related to off-site workspace is the employee's responsibility.

2.5 Midwestern University's IT department will be available through the Helpdesk to provide remote technical support to employees working from home.

2.6 When using university equipment during a work from home arrangement, it is the employee's responsibility to take care of the equipment and report any damage immediately to the IT Support Center.

### 3. Time management

3.1 Employees must work with their supervisor to determine a reasonable schedule for availability on the approved work from home days.

3.2 Employees are expected to be available, engaged, and logged in when they are scheduled to work. Employees must be available for communication, contact, meetings, and all other work-related tasks – the same as working on-campus.

3.3 Exempt employee timekeeping procedures must continue in UKG the same as when working on-campus. This includes following established UKG timekeeping guidelines for time off requests.

### 4. Work environment

4.1 Employees are expected to maintain their home workspaces free from distractions and interruptions. The remote work arrangement is not intended as a replacement for appropriate childcare or dependent care. Employees are expected to establish an appropriate work environment within their home for work purposes. This includes suitable backgrounds, lighting, and the maintaining of a professional work setting. Employees should follow the university dress code standards when working remotely and present themselves appropriately in virtual environments, the same as the expectations are for on-campus work.

4.2 Employees are expected to maintain their home workspaces free from recognized safety hazards. Worker's compensation benefits may apply to eligible employees if they are injured in the course and scope of employment as defined by Workers Compensation law. The employee must report any such work-related injuries to their manager at once, in accordance with university policies and procedures to determine eligibility.

4.3 If employees require ADA accommodations, they are responsible for contacting Human Resources.

5. Performance and work assignments

5.1 Job performance expectations are the same for all work, whether on-campus or when working from home.

5.2 The duties, responsibilities, and conditions of employment remain unchanged.