



University of Pittsburgh Policy

Working from Remote Locations: Staff, AllTemps, Temporary and Student Employees

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Category: Personnel

Section: Work Hours and Location

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Policy Number: 07-04-03

Effective Date: May 1, 2017

Responsible University Officer:

- Senior Vice Chancellor for Business and Operations

POLICY STATEMENT

When it serves the needs of the University, Covered Employees may be permitted or required to perform their employment duties at locations other than at a University campus address, including locations within Pennsylvania and locations in other states or countries.

Covered Employees who will work from a remote location (including home, other office, or other location that is not a University address) are required to complete a Remote Location work arrangement form/agreement that:

- Serves the interests of the University and the Responsibility Center for a job that is suited to such an arrangement.
- Allows Covered Employees to work at home or other non-campus locations for all or part of their regular workweek.
 - Covered Employees must not be in their provisional period or currently be subject to a signed performance improvement plan, unless the position requires them to work from the remote location from the start of their employment.
- Is authorized by:
 - Their Responsibility Center for remote sites within Pennsylvania.
 - Their Responsibility Center and the Human Resources Department for remote sites within the United States but outside of Pennsylvania.
 - Their Responsibility Center, the Human Resources Department and Global Operations Support for international sites.
- Is not an entitlement and does not change the terms and conditions of employment with the University.
- Is not a substitute for caregiving needs.
- Can be revoked by the Responsibility Center or the University at any time.



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REASON FOR POLICY

To provide Responsibility Centers guidance for remote work location arrangements for their Covered Employees.

DEFINITIONS

Covered Employee – Staff, AllTemps, Temporary and Student Employees

Remote Location – is a location without a University of Pittsburgh campus address.

ENTITIES AFFECTED

All University Responsibility Centers including regional campuses.

KEY STAKEHOLDERS

- Financial Operations
 - Office of General Counsel
 - Office of Human Resources
 - Computing Systems and Services Division
 - Office of Research
 - Global Operations Support
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RESPONSIBILITIES

Office of Human Resources/Employee and Labor Relations:

- Provide Remote Location forms and agreements.
- Approve and retain original Remote Location Form/Agreement for remote location work outside of Pennsylvania.
- Consult with the Key Stakeholders for out of state locations.

Covered Employee:

- Complete the Remote Location Form/Agreement.
- Record and report time worked.
- Secure equipment that the University may provide.
- Provide appropriate contact information.

Covered Employee's Responsibility Center:

- Review and approve the Remote Location Form/Agreement for a Covered Employee working at remote locations within Pennsylvania.



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- Forward the Remote Location Form/Agreement for a Covered Employee working at a remote location outside of Pennsylvania to the Human Resources Department for approval.
- Review the Workers’ Compensation website and provide the information required to obtain Workers’ Compensation coverage: <http://www.cfo.pitt.edu/wc/outsidepa.html>

CONTACTS

Subject	Contact	Phone
Remote Location Form/Agreement	Human Resources/Employee Relations	

UNIVERSITY POLICIES AND PROCEDURES

Policies

[Time Records/Attendance/Overtime and Compensatory Time](http://www.cfo.pitt.edu/policies/policy/07/07-04-01.html)
<http://www.cfo.pitt.edu/policies/policy/07/07-04-01.html>

<http://technology.pitt.edu/support/university-policies-related-to-technology>

<http://www.ehs.pitt.edu/workplace/ergonomics.html>

<http://www.cfo.pitt.edu/wc/index.html>

Procedures

Procedures are contained within Remote Work Arrangement documents:
 Remote Location Work Arrangement
 Supervisor’s Checklist for Remote Location Request
 Remote Location Agreement

HISTORY

New policy.