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**Policy & Procedure Number & Names:**

IS Internal Remote Work Policy

IS Internal Remote Work Procedure

**Title:** Information Services Remote work

**Summary:**

The Information Services Division (IS) of Central Washington University recognizes remote work as a work option that may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction, addressing workspace restrictions, and supporting IS's vision of a dynamic work environment for employees of the Information Services division.

## IS Internal Remote Work Policy

**Reference:** IS Internal Remote Work Procedure

### (1) Policy

The Information Services (IS) division of Central Washington University recognizes remote work as a work option that may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction, addressing workspace restrictions, and supporting IS's vision of a dynamic work environment.

### (2) Scope

This policy applies to all employees working for the IS division of the university. This policy acknowledges that collective bargaining agreements for represented employees, and UPAC approved policies may supersede this policy.

### (3) Purpose

This policy provides the framework for employees in IS when determining what is considered acceptable remote work, and what standards and objectives must be fulfilled when engaging in remote work.

### (4) Authority

This policy is in accordance with federal and state laws related to telework, as well as the university's telework policy [CWUP 2-30-250].

### (5) Roles and Responsibilities

The IS Policy Management Team (PMT) is responsible for the development of this policy. Utilization of this policy is at the discretion of the direct supervisor. Enforcement of this policy will come from the Chief Information Officer (CIO) or designee.

### (6) Policy Maintenance

Annual review of this policy will be performed by the CIO, or designated governing body.

## IS Internal Remote Work [Procedure]

**Reference:** IS Internal Remote Work [Policy]

### (1) Purpose

The Information Services (IS) division of Central Washington University recognizes remote work as a work option that may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction, addressing workspace restrictions, and supporting IS's vision of a dynamic work environment.

These procedures are meant to facilitate and define what steps should be followed in order to comply with both the university's telework [CWUP 2-30-250] and IS's remote work policies.

### (2) Scope

This procedure applies to all employees working for the IS division. This procedure acknowledges that collective bargaining agreements for represented employees may supersede this procedure.

### (3) Definitions

Remote Work is: A formal arrangement assigning an employee to work at home, or other alternate site using approved communication technology for a predefined duration and/or task. Tasks should be consistent with items in the employee's job description and duties.

### (4) Standards

A remote work arrangement will be established through mutual agreement between an employee and their current supervisor. A mutual agreement shall include, but not be limited to, the following defined elements: regular availability of the employee through an approved communication method and predefined deliverables or services consistent with their job duties.

Modifications to the mutual agreement shall be settled before the remote work is scheduled to begin.

### (5) Procedures

Remote work arrangements shall be for a prescribed time or task, revocable at the discretion of the supervisor or designee, and subject to prior approval by a supervisor or designee.

Any remote work agreement made between an employee and their supervisor or designee shall include defined deliverables for the purpose of measuring an employee's effectiveness when working off site.

An employee participating in a voluntary remote work agreement may request that the agreement end by providing notice consistent with the terms of the agreement.

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Unless required by the nature of the position, the ability to remote work is a privilege and not a right, and is not subject to grievance procedures.

Remote work agreements will not be established during an employee's probationary or trial service period.

While performing work remotely, an employee's activity and system may be monitored for security and acceptable use compliance.

*[Responsibility: CIO; Authority: CIO; Reviewed/Endorsed by: IS Policy Management Team;  
Review/Effective Date: xx/xx/2017; Approved by: ]*