

Remote Location Work Policy Introduction

The Remote Location Work Arrangement materials which follow should be utilized any time a department is considering permitting or requiring a staff member (Staff, AllTemp, Temporary Staff, or Student Employee) to perform work at a location other than the individual's campus location, whether it be at the Individual's home or at another facility.

If the intended remote work location is within Pennsylvania, this paperwork should be completed and maintained in your department.

If the intended remote work location is outside of Pennsylvania, this paperwork must be submitted to Employee Relations (jvolk@pitt.edu) before implementing a remote work arrangement.

Please direct any questions to Employee Relations, jvolk@pitt.edu, 412-624-8138.

Remote Location Work Arrangement

Employee Proposal:

Name:

Job Title:

Department:

Check the type of Flexible Work Arrangement requested:

- Indefinitely Remote Location
- Temporary Remote Location

Proposed Work Plan:

Advantage to Department:

Plan for Communication/ Cooperation:

Proposed Start Date:

Employee Signature:

Date:

Supervisor's Name:

Job Title:

Department:

Supervisor's Checklist for Remote Location Request

Staff Member Name:

Supervisor's Name:

Department/Unit:

Date of Checklist:

Check the type of Flexible Work Arrangement requested:

- Employee and Supervisor have read the Working from Remote Location policy.
- Performance expectations have been discussed.
- Requirements for adequate and safe office space at home have been reviewed with the employee.
- Equipment issued (if any) is documented.
- Requirement for care of equipment assigned to the employee (if any) have been discussed.
- If this is a grant-funded position, the parameters of the funding source have been reviewed.
- Contact procedures and expectations have been clearly defined.
- The employee and supervisor have read and signed the Remote Location Agreement prior to actual participation in the program.
- Employee is familiar with all University policies and guidelines that relate to safeguarding University data. See <http://www.technology.pitt.edu/support/university-policies-related-to-technology> and Attachment B.
- Employee's workstation follows the University's workstation security standard.
- University-owned and managed devices are provided when individual is remotely accessing and working with high risk data.
- Employee has completed CSSD Information Security Awareness Online Training. See: <http://www.technology.pitt.edu/security/information-security-awareness-training>

Supervisor's Checklist for Remote Location Request

Please answer the following:

1. Is the remote work location the employee's home?

Yes

No

2. If not, please provide the Remote Work location address:

Address:

City:

State:

Zip Code:

Country:

3. What is the start date of the assignment at the remote work location?

4. What is the expected end date of the assignment at the remote work location?

5. If the end date is unknown, is the assignment expected to last longer than 6 months?

Yes

No

6. Will the employee work on campus at any time during this period?

Yes

No

7. If yes, please explain the arrangement:

Remote Location Agreement

This Remote Location Agreement is made by and between:

Employee:

AND

Department:

INTRODUCTION

A. Employee is currently employed by the University of Pittsburgh, in the

Department:

as a Job Title:

and has been employed by the department for at least six months, has completed his or her provisional period, and is not currently working under a Performance Improvement Plan.

B. Employee will begin a remote location arrangement through which the employee will work from a remote location for a total of

Days per Week:

C. The Remote Location Arrangement will begin on

and will continue until

unless terminated by the department prior to that date. Extensions may be granted.

D. Employee understands that working from a remote location is a cooperative arrangement between the department and employee, not an entitlement, and is based on:

- The needs of the job, work group, and the department;
- The employee's past and present levels of performance.

E. Remote Location Arrangements can be modified at any time by the department or by mutual agreement between the department and the employee.

AGREEMENT

I. CONTINUATION OF BASIC TERMS AND CONDITIONS OF EMPLOYMENT

A. **Job Duties.** The employee's work status, job duties, and responsibilities will remain essentially unchanged as a result of this agreement. The employee will remain obligated to comply with all University and departmental rules, policies, practices, and procedures, including the safeguarding of confidential information.

B. **Compensation.** The employee will continue to receive compensation at the same rate as prior to working from a remote location.

C. **Term.** This agreement is not a contract or promise of employment, and does not guarantee employment or employment from a remote location for any specific term.

D. **Work Hours.** The employee understands he or she must be as accessible during the agreed-upon work hours regardless of work location.

II. REMOTE LOCATION EQUIPMENT AND SUPPLIES

- A. Remote Location Equipment.** The department may provide to the employee certain equipment such as the computer hardware, and software deemed necessary to perform assigned work off-site as identified on the **Attachment A, Departmental Property Provided to Employee by Employer**, as may be amended from time to time. It is understood that such equipment is the sole and exclusive property of the University and is subject to the same business use restrictions as if it were on-site. The employee will not move the equipment from the designated work area, except as may be necessary to return the equipment to the department. The employee shall be liable for the condition of the equipment, except for normal wear and tear, and for damages caused by unauthorized use of such equipment.
- B. Unauthorized Use of University Property.** The equipment, supplies, and other property provided by the department are provided exclusively for use in providing services to the department. It may not be used by any person not employed by the department (including household members), except as may be required for business-related reasons.
- C. Return of University Property.** The equipment, supplies, and other property provided by the department should be returned promptly upon the department's request.

III. SAFETY FOR WORKING FROM HOME (IF APPLICABLE)

- A. Designated Home Work Area.** The employee will maintain a designated work area at home and will certify that this work area is safe before the remote location arrangement begins.
- B. Maintenance of Work Area.** The employee shall maintain the homework area free of safety hazards and other dangers, and shall use and maintain equipment and supplies in a safe and appropriate manner.
- C. Please Review:** <http://www.ehs.pitt.edu/workplace/ergonomics.html>
- D. Reporting of Injury.** The employee must report any work-related injuries to his/her supervisor immediately, but no later than 24 hours after such injury, using the standard injury reporting process. This is no different than the expectation of an employee when working in the office. Please review <http://www.cfo.pitt.edu/wc/index.html>

IV. WORK AND FAMILY (IF APPLICABLE)

- A. Remote Location Agreement** is not to be viewed as a substitute for family care arrangements. The department expects that the employee will make family care arrangements as needed and that such obligations will not interfere with work obligations and the safety obligations required.

V. WORK SCHEDULE

The employee agrees to abide by the work schedule set forth in **Attachment C, Employee's Remote Location Work Schedule**, which may be amended from time to time by the supervisor or by mutual agreement. The employee must obtain prior supervisor approval for working anything other than the scheduled hours per day, including any overtime. Requests for vacation and sick leave will be handled the same as if the employee was at the office, including prior notification requirements.

VI. INFORMATION SECURITY

Employee understands that any individual working remotely must adhere to University policies and procedures for ensuring the security of University data. The supervisor understands to ensure that prior to approving an application to work remotely, that appropriate steps have been taken to verify that all relevant security concerns have been addressed.

In addition to completing the online security training, the employee must be familiar with the procedures on the disclosure of sensitive data: <http://www.technology.pitt.edu/security/disclosure-of-sensitive-information>.

For employees requiring access to data classified as high risk: (see <http://www.technology.pitt.edu/security/data-classification-matrix>) additional requirements are in place. A University-owned and managed device must be used. Use of this device is limited to University business and the University's Workstation Security Standards (link/attachment) must be followed. Access to low and moderate risk data from remote locations can occur from a used-owned device but must also follow the University's Workstation Security Standards.

Whether on a University or personally-owned device, all University information must be secured at all times. This applies to information in electronic or hard copy form.

The following are University policies related to technology:

- [05-08-01 On Personal Use of University Resources](#)
- [06-03-03 Harassment by Telecommunication](#)
- [07-02-06 Security of Electronic Media Records - Compliance with the Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#)
- [07-10-01 University Identification Cards](#)
- [09-08-01 Access to and Release of Education Records](#)
- [10-02-04 Data Administration](#)
- [10-02-05 Computer Access and Use](#)
- [10-02-06 University Administrative Data Security and Privacy](#)
- [10-02-08 Use and Management of Social Security Numbers and University Primary ID \("UPI"\) Numbers](#)
- [10-02-13 University Network](#)
- [11-01-01 Research Integrity](#)
- [11-02-02 Research Copyrights](#)

VII. MISCELLANEOUS

Both parties agree that this agreement supersedes any previous written or oral agreements between them relating to the same subject matter and represents the entire agreement regarding remote work arrangements. The employee agrees to abide by the terms stated in this agreement and its attachments.

Employee:

Signature:

Title:

Date:

Supervisor:

Signature:

Title:

Date:

Appropriate Department Administrator:

Signature:

Title:

Date:

Office of Human Resources:

Signature:

Title:

Date:

**Remote Location Agreement
Attachment A**

University Property Provided to Employee by Department

Employee:

Home Phone:

Home Address:

Below is a list of University property provided to employee as part of the remote location agreement. As set forth in the accompanying agreement, the employee is required to promptly return this and all other University property to the department upon the termination of the remote location agreement.

Item(s)	Date Provided	Initials
1. Computer Hardware:	Date: <input style="width: 100%; height: 30px;" type="text"/>	Initials: <input style="width: 100%; height: 30px;" type="text"/>
2. Computer Software:	Date: <input style="width: 100%; height: 30px;" type="text"/>	Initials: <input style="width: 100%; height: 30px;" type="text"/>
3. Office Supplies:	Date: <input style="width: 100%; height: 30px;" type="text"/>	Initials: <input style="width: 100%; height: 30px;" type="text"/>
4. Other:	Date: <input style="width: 100%; height: 30px;" type="text"/>	Initials: <input style="width: 100%; height: 30px;" type="text"/>

**Remote Location Agreement
Attachment B**

University's Workstation Security Standards

Category	Standard
Operating System	<ul style="list-style-type: none"> - Only supported Operating Systems should be installed - The OS must be configured for automatic updates, so that patches are applied at least monthly - Only install and configure services that are required
Applications	<ul style="list-style-type: none"> - Only authorized, supported, and properly licensed software can be installed - Any application updates and patches should be applied at least monthly - When possible, applications should be configured to update automatically - File sharing software must not be installed
Authentication	<ul style="list-style-type: none"> - The Enterprise Active Directory must be used for authentication whenever possible - All systems must have a password protected screen saver configured to launch after a minimum of 15 minutes of inactivity - Systems used to store high risk data should be configured to require two-factor authentication
Malware Protection	<ul style="list-style-type: none"> - All systems must have Symantec Endpoint Protection and MalwareBytes installed and configured to update at least daily - Full system scans should be run at least weekly
Network Protection	<ul style="list-style-type: none"> - A host-based firewall should be installed and configured to block unnecessary inbound ports
Encryption	<ul style="list-style-type: none"> - All laptops must utilize hard disk encryption - Workstations that process/store high risk data must utilize hard disk encryption - Removeable media used to store high risk data must be encrypted
Cloud Storage	<ul style="list-style-type: none"> - Only authorized cloud storage services should be used to store University data - No high risk data can be stored in the cloud
Data Destruction	<ul style="list-style-type: none"> - Old hard drives and removable media should be destroyed using only services approved by the University
Additional Security Requirements	<ul style="list-style-type: none"> - No work station should be configured to act as a server of any kind - Identity Finder must be installed - Computrace Plus should be installed on all laptops

**Remote Location Agreement
Attachment C**

University Property Provided to Employee by Department

Employee:

Home Phone:

Home Address:

Remote Office Site

1. Employee has designated the following location in his/her home as the home work area (describe):

2. Employee has read and agreed to abide by equipment and home office safety guidelines (see Attachments A and B).

- Yes
 No

Work Schedule

Employee will begin a remote location arrangement whereby employee would work from employee's home as show below. Scheduling changes may be made at the discretion of the supervisor or by mutual agreement.

Employee will work the following schedule from the home office location:

Monday	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>

As specified in the agreement, the employee will notify supervisor on a scheduled remote location day if unable to perform his or her duties. The employee may work at home when employees working at the office have been dismissed or excused from reporting due to any emergency or inclement weather.