

## **The Heller School for Social Policy and Management**

**Policy #:** HS 8

**Issue Date:** August 9, 2018

**Subject:** Administrative Staff Working Remotely

**Purpose:** To establish clear policies regarding when working remotely is permissible

### **I) Policies**

- A.** Heller administrative staff positions involve supporting and collaborating with faculty, students, researchers and other staff members. These functions are best performed when the staff person is accessible and present at Heller during established working hours. Therefore, it is Heller policy that administrative staff are to work at Heller, absent extenuating circumstances, such as inclement weather, transportation problems, unanticipated child/family care issues; and special projects. To work remotely, the staff person must have internet connectivity and a computer.
- B.** To work remotely, the staff person must have internet connectivity and a computer. In the event that a staff member is working remotely, they will participate in scheduled meetings via phone or computer (e.g. Zoom).
- C.** Prior supervisor approval is required to work remotely. In the event prior approval wasn't possible, the staff person should email her/his supervisor and other appropriate individuals to inform them s/he will be working remotely and how s/he can best be reached should the need arise during the work day.
- D.** When working remotely, the staff person should work the usual number of hours per day- for full time staff, a workday is 7 hours. The workday should correspond with normal working hours.