



Administrative Policy #: [Click or tap here to enter number](#)

Title: Remote Work

Effective Date: [Click or tap here to enter date](#)

SECTION 1. PURPOSE & SCOPE

- 1.1. **PURPOSE:** Fairmont State University is committed to fostering a collaborative and engaging workplace that supports our mission to be a great place to work. We believe that face-to-face interaction is fundamental to building strong relationships, enhancing communication, and sustaining the vibrant campus culture that defines our community. At the same time, we recognize that flexible work arrangements, including limited remote work opportunities, may be needed on a case-by-case basis. This administrative policy is designed to provide guidelines for implementing flexible work arrangements in a way that supports our employees while ensuring we continue to deliver exceptional service to our students, colleagues, and community. Our goal is to balance the benefits of flexibility with the value of on-campus presence, reinforcing Fairmont State's commitment to collaboration, student engagement, and excellence in higher education. This administrative policy outlines the conditions under which employees may be approved to work remotely on a limited basis.
- 1.2. **SCOPE:** This administrative policy applies to full-time benefits-eligible Fairmont State University staff and non-faculty employees. It does not alter any personnel rules. This administrative policy does not apply to requests for remote work as a disability accommodation under any state or federal law, including, without limitation, the West Virginia Human Rights Act or the Americans with Disabilities Act.

SECTION 2. AUTHORITY, DELEGATION & APPLICABILITY

- 2.1. **AUTHORITY:** The authority to approve remote work arrangements for up to one day a week rests with the employee's immediate supervisor. The authority to approve remote work arrangements for more than one day a week rests with the Executive Leadership Team (ELT) member of the employee's unit and the President. Questions regarding this administrative policy should be directed to the Office of Human Resources.
- 2.2. **DELEGATION:** Authority may not be further delegated.

- 2.3. **APPLICABILITY:** This administrative policy applies to all full-time, benefits-eligible staff and non-faculty employees at Fairmont State University who meet the eligibility requirements outlined herein.

SECTION 3. DEFINITIONS

- 3.1. **FLEXIBLE WORK ARRANGEMENT:** Any approved modification to the traditional on-campus work schedule, including remote work.
- 3.2. **REMOTE WORK:** A flexible work arrangement that allows an employee to perform job duties from a location other than their regularly assigned workplace.
- 3.3. **TEAMS:** A communication and collaboration platform approved for university use.
- 3.4. **VIRTUAL PRIVATE NETWORK (VPN):** A secure way for employees to access university systems remotely.

SECTION 4. POLICY

- 4.1. It is the policy of Fairmont State University that employees may request to work remotely with the equivalent of up to one day per week. Requests for remote work beyond one day per week require ELT member recommendation and Presidential approval. Approval is contingent on several conditions:
- 4.1.1. Remote work is deemed appropriate for the employee's position and responsibilities.
 - 4.1.2. The arrangement does not adversely affect unit operations, service levels, or team collaboration.
 - 4.1.3. Employees are required to attend unit and institutional events in the modality designated by their supervisor, which may include in-person, virtual, or other formats.
 - 4.1.4. The employee has demonstrated strong performance, reliability, and accountability.
 - 4.1.5. The request is approved by the immediate supervisor and ELT member of their unit.
- 4.2. **ELIGIBILITY CRITERIA:** Remote work may be considered when:

- 4.2.1. The nature of the employees' duties allows for effective completion of work offsite.
- 4.2.2. The employee has completed six months of employment at Fairmont State University, unless waived by the supervisor.
- 4.2.3. There are no active performance improvement plans in place.
- 4.2.4. The employee has reliable access to appropriate technology, connectivity, and a suitable work environment.

4.3. APPROVAL PROCESS:

- 4.3.1. Employees must submit their request using the appropriate form to their supervisor, which outlines the proposed schedule and how they will maintain productivity and communication.
- 4.3.2. Supervisors will evaluate the request based on job function, unit needs, past performance, and impact on service.
- 4.3.3. If approved by the supervisor, the request must be approved by the unit's ELT member.
- 4.3.4. The arrangement may be modified or revoked at any time at the discretion of University leadership.
- 4.3.5. Employees are required to submit a new written request using the designated form to their supervisor before the start of the semester (Fall, Spring, Summer), as established by the academic calendar. The request will include the proposed remote work schedule and an explanation of how productivity and communication will be maintained. Supervisors and ELT members may approve requests submitted during the semester on a case-by-case basis.

4.4. EXPECTATIONS & RESPONSIBILITIES:

- 4.4.1. Employees must maintain the same level of productivity, responsiveness, and service as when working on campus.
- 4.4.2. Employees approved for remote work must remain accessible during regular work hours via email, phone, TEAMS, or other agreed-upon communication platforms.

- 4.4.3. University equipment remains the property of the University and must be used in accordance with all University policies, including but not limited to those related to IT security, data protection, acceptable use policies, confidentiality, and timekeeping.
 - 4.4.4. Employees are responsible for taking reasonable care of University equipment while it is in their possession.
 - 4.4.5. The University is not responsible for damage or loss of personal equipment.
 - 4.4.6. Technical support for University-provided equipment will be available remotely through the IT Help Desk.
 - 4.4.7. Employees should report any malfunction, damage, or security incident immediately.
 - 4.4.8. University-provided equipment must be returned within five days upon termination of remote work arrangements, transfer to another position, or employment separation.
 - 4.4.9. Employees must use University-approved software and VPNs when accessing institutional systems remotely.
 - 4.4.10. Remote workdays should not be used in lieu of appropriate leave (e.g., sick, vacation).
 - 4.4.11. Employees approved for remote work may be provided with necessary equipment, such as laptops, monitors, or other peripherals, as determined by their unit. Expendable items such as paper and printer cartridges are not reimbursable by the University.
- 4.5. LIMITATIONS:
- 4.5.1. Remote work is not an entitlement and might not be suitable for all roles.
 - 4.5.2. The University reserves the right to deny or discontinue a remote work arrangement at any time based on operational needs or performance concerns.
 - 4.5.3. The arrangement must be approved annually by the supervisor, ELT member, and President, when appropriate.

SECTION 5. COMPLIANCE

- 5.1. COMPLIANCE: This administrative policy is to be implemented in compliance with all applicable Board of Governors Policies and Administrative Policies, including IT security, data protection, confidentiality, and acceptable use policies.
- 5.2. NONCOMPLIANCE: Failure to comply with this administrative policy may result in modification or revocation of remote work privileges and/or corrective action.

SECTION 6. REVISION HISTORY

- 6.1. FREQUENCY OF REVIEW: This administrative policy will be reviewed on an annual basis by the Office of Human Resources in collaboration with University leadership.
- 6.2. APPROVED: [Click or tap here to enter text](#)

DRAFT