

Fairmont State University

Remote Work Request Form

Purpose

At Fairmont State University, we are committed to fostering a collaborative and engaging workplace that supports our mission to be a great place to work. We recognize that flexible work arrangements, including limited remote work opportunities may be needed on a case-by-case basis.

This form allows employees to request approval for limited remote work while ensuring that unit operations, student engagement, and collaboration are maintained.

Scope

This policy applies to full-time benefits-eligible staff and non-faculty employees. It does not apply to faculty with existing remote or hybrid arrangements, nor does it alter any personnel rules.

Policy Statement (see Administrative Policy 1203 for additional information)

- Supervisors may approve employees' remote work requests for the equivalent of up to one (1) day per week. ELT members may approve employees' remote work requests for the equivalent of up to two (2) days per week. The President may approve employees' remote work requests for more than the equivalent of two (2) days per week.
- Remote work must:
 - Align with the employee's position and responsibilities
 - Not adversely affect unit operations, service levels, or team collaboration
 - 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
 - Demonstrate strong performance, reliability, and accountability
- Approval requires the Supervisor and ELT member sign-off

Eligibility Criteria

Remote work may be considered if:

- The nature of duties allows effective completion offsite
- The employee has completed 6 months of employment (unless waived by the supervisor)
- No active performance improvement plans are in place
- Reliable access to appropriate technology, connectivity, and a suitable work environment.

Employee Information

- **Name:** _____
- **Division:** _____
- **Unit:** _____
- **Job Title:** _____
- **Date Submitted:** _____

Remote Work Request

Please select your requested schedule:

- **Equivalent of 1 day per week**
- **Equivalent of 2 days per week**
- **More than the equivalent of 2 days per week** (specify number of days: ____)

Proposed remote work schedule:

Plan to maintain productivity and communication:

Acknowledgment (Employee)

I understand that approval of remote work is subject to unit needs and performance expectations. I agree to remain accessible, maintain productivity, and adhere to all University policies while working remotely. I have read and understand the Remote Work Policy.

Employee Signature: _____ **Date:** _____

Approval Section

Supervisor Approval:

Approved Denied

Rationale: _____

Supervisor Signature: _____ **Date:** _____

ELT Member Approval (required for >1 day/week):

Approved Denied

Rationale: _____

ELT Member Signature: _____ **Date:** _____

President Approval (required for >2 day/week):

Approved Denied

Rationale: _____

President Signature: _____ **Date:** _____

Expectations & Responsibilities

- Employees approved for remote work must remain accessible during regular work hours via email, phone, TEAMS, or other agreed-upon communication platforms.
- Employees approved for remote work may be provided with necessary equipment, such as laptops, monitors, or other peripherals, as determined by their department.
- 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.

- Employees are responsible for taking reasonable care of University equipment while it is in their possession.
- The University is not responsible for damage or loss of personal equipment.
- Technical support for University-provided equipment will be available remotely through the IT Help Desk.
- Employees should report any malfunction, damage, or security incident immediately.
- University-provided equipment must be returned within 5 days upon termination of remote work arrangements, transfer to another position, or employment separation.
- Employees must use University-approved software and VPNs when accessing institutional systems remotely.
- Remote workdays should not be used in lieu of appropriate leave (e.g., sick, vacation) or to provide primary care for dependents during work hours.

Review & Evaluation

- Supervisors will regularly review remote work arrangements to ensure unit goals are met. Approvals may be modified or revoked at the discretion of University leadership.
- 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.

Limitations

- Remote work is not an entitlement and may not suit all roles
- The University reserves the right to deny or discontinue remote work based on operational needs or performance concerns

Questions regarding this form should be directed to the Office of Human Resources.