


Name of Policy: Remote work Policy Number: 3364-25-130 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses		 Effective date: April 9, 2025 Original effective date: April 9, 2025	
Keywords: remote work, telecommuting			
X	New policy		Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Faculty and staff must be present on campus to meet service expectations, including coverage of departmental core hours. Remote work arrangement exceptions may be granted as deemed necessary for the efficient operation of the university.

(B) Purpose of policy

The purpose of this policy is to establish guidelines for remote work arrangements, when such arrangements are in the best interests of the university, enable operational efficiencies and enhance the productivity of the department and the employee.

(C) Scope

The university president or appropriate cabinet administrator may grant remote work arrangements. Remote work must be pre-approved by the appropriate cabinet administrator as outlined in this policy and approval must be documented in the remote work agreement between the university and the employee. Emergency remote work arrangements exceptions may be considered by the appropriate cabinet administrator and such arrangements are deemed short term and require documentation but do not

require the completion of the remote work agreement. Bargaining unit members should refer to their collective bargaining agreements.

(D) Definitions

- (1) Remote work or telecommuting means an authorized work arrangement under this policy, that involves an employee regularly working from a satellite work location other than a campus or facility work location by use of an electronic connection between the satellite work location and the employee's main office at a campus or facility work location.
- (2) Cabinet administrator is defined as a member of the group of leaders who report directly to the president and advise on priorities, initiatives, and issues affecting the institution.

(E) Expectations

Employees must routinely perform their duties in the physical office or facility assigned by the university, and not routinely from a remote satellite location.

- (1) Remote work may be permitted under at least one of the following conditions:
 - (a) Classifications of employees for whom no reasonable in-office employment is possible;
 - (b) New or additional office space would have to be acquired or remodeled at additional cost; and
 - (c) Subject to the recommendation of the appropriate vice president (VP) and the approval of the president or cabinet administrator.
- (2) The university may rescind remote work approval at its discretion.
- (3) Employees must meet performance and productivity standards for their position and must comply with all federal, state, and local laws, regulations, and university policies and procedures.
- (4) Hybrid or partial remote work arrangements are not permitted.

(F) Remote work and employment relationship

The decision to authorize remote work is within the discretion of the president or their respective cabinet administrator, in consultation with human resources, based on the nature of the university's business needs and the position.

The satellite work location for any employee or position being considered for remote work must be located within the United States to comply with all federal, state, and local payroll withholding taxes and wage requirements.

(G) Other considerations

Nothing in this policy impairs managerial discretion due to onsite or localized events such as electrical outages, water outages, security events, weather events, etc.

The president and/or appropriate cabinet administrator must approve any exception to this policy or related procedures.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p>Date: April 9, 2025</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Chief Human Resources Officer</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: April 9, 2025</p> <p>Review/revision date:</p> <p>Next review date: April 9, 2028</p>
---	--