College of Engineering and Applied Science Work-at-Home Policy

**Process:** To request a work-at-home arrangement, an employee should first discuss his/her plans with his/her supervisor. Then, fill out the campus Work at Home Approval form and the CEAS Work-at-Home Supplemental Information Form. Give both signed forms to the Director of Human Resources.

**CEAS Principles:**

- CEAS employees have been hired due to their skill sets and competencies that create value for the College and CU-Boulder.
- CEAS believes that the contribution of each employee is individually significant but has a multiplier effect as part of the team; the “whole is greater than the sum of the parts.”
- CEAS seeks to create a work environment that provides for the highest level of productivity, which can’t normally be matched by working from home.
- Work-at-home requests must have an objective mechanism for evaluation to insure that the college, department, or work-group results and productivity are not compromised with the temporary work arrangement.
- Work-at-home requests must have agreed-to start and end dates, with the maximum length of time for a work-at-home arrangement being one semester. Arrangements may be renewed.
- This policy supplements and complies with work-at-home procedures established and administered by the Department of Human Resources at the University of Colorado Boulder.
- Applicability of other policies should be considered before requesting approval for work at home (e.g., Family Medical Leave (FML), sick leave, flextime, one-time adjustment to work schedule, etc.)

**Considerations for Supervisors to Evaluate Working from Home Requests:**

- **Work responsibilities**
  - Employee has clearly defined and easily measurable work responsibilities that are non-customer focused (i.e., do not involve face-to-face interactions with faculty, staff, students, and/or guests) and are appropriate for a work-at-home arrangement.
  - Employee requires minimal supervision.
  - Role involves extensive use of computers and/or telephone, and employee has a work site and equipment suitable for working from home.
  - It is preferred that the role not include supervisory responsibility.
- **Performance**
  - Employee has no individual performance issues; has been rated highly in the most recent performance evaluation cycle.
  - The basis for evaluating employee’s work performance while working at home has been developed and agreed upon with supervisor.
- **Term of agreement**
  - Effective dates and working hours are agreed upon with supervisor (no evergreen agreements) and documented on campus approval form; new agreements must be developed and approved for new term.
  - Objective mechanism for evaluating work-at-home arrangement has been agreed to and will be reviewed at key milestones identified in the request.
  - Agreement will be terminated if criteria aren’t met or if the arrangement is otherwise deemed not successful by the supervisor, unit, or college.
Checklist for Employee Approved for Work at Home

1. The address referenced on the Work at Home Approval Form is the location where you are expected to be if you are approved to work from home. For liability and insurance purposes, you cannot work at any other location(s) unless it is reported and approved via the Work at Home Approval Form.

2. You must provide any needed equipment (ex., computer, telephone, desk). Your unit (department/program) is not responsible for providing equipment to support your work from home.

3. All University information security and records management and retention policies that apply at the regular University worksite apply when you work from home or any other remote location.

4. You must agree to comply with all data security policies, and must complete the Information Security and Privacy Awareness training before being approved to work from home. The online training can be found on SkillPort under University of Colorado – Courses > Information Security > Information Security and Privacy Awareness: https://universityofcolorado.skillport.com/skillportfe/main.action?content=catalog.

5. The Office of Information Technology has provided security guidance for off-site work at https://www.cusys.edu/itsecurity/docs/Module12-WorkingAwayFromOffice-Newsletter.pdf. You must comply with these requirements, and may be responsible for installing additional security software on your home computer.
Work-at-Home Supplemental Information Form  
College of Engineering and Applied Science

Please complete and attach this form to the University of Colorado Work at Home Approval Form before submitting both completed forms to the CEAS Director of Human Resources. This form was designed to allow employees and supervisors an opportunity to provide information and/or justification that will assist the appointing authority in evaluating the request to work at home.

To be completed by the EMPLOYEE
Describe the specific non customer-focused job responsibilities or projects that are driving your request to work at home.

To be completed by the SUPERVISOR
Describe how this request is in the best interest of the department, work unit, college, or campus; any impact on the department or unit or other departments/units; steps the employee has taken to ensure the ability to effectively accomplish his/her work responsibilities remotely.

What are the timing and criteria for evaluating the success of the work-at-home arrangement to ensure it is meeting the unit’s needs? Include specific key measures and milestones.
For example, an arrangement for a 3-month project might be evaluated after 3 weeks, 6 weeks, and then 12 weeks by soliciting input from others in the unit, from other units, and from customers (faculty, students, parents, etc.).
Frequently Asked Questions

1. I am approved to work at home on Wednesdays. A meeting was scheduled that impacts my job. Do I have to attend the meeting?
   Yes, you are expected to come in for meetings. Employees that are approved to work at home are expected to put department and/or college priorities first. If you absolutely cannot attend, you should make arrangements to attend via phone or identify a substitute to attend the meeting in your absence, with approval. The substitute should be informed on the subject and prepared to act on behalf of the employee working from home.

2. I have an aging parent/newborn child that needs care during the day. I have a lot of computer work to catch up on each week. Do I qualify for a work-at-home arrangement?
   No, this would not qualify for a work-at-home arrangement. Per campus policy, an employee that is approved to work at home cannot provide any type of dependent care; it is expected that formal care arrangements will be maintained during any work-at-home arrangement.

3. I am recovering from a broken leg and would appreciate being able to work from home. Would this be approved for a work-at-home arrangement?
   If you have clearly defined and easily measurable work responsibilities that are non-customer focused and your healthcare provider confirms that you are medically cleared to perform certain tasks, you might qualify to work at home. If such an arrangement is approved, it is not meant to be a substitute for using paid sick leave or Family Medical Leave (FML). You would need to work with the HR Coordinator and comply with all FML and work at home requirements.

4. My department has charged me with the responsibility to redesign their website. I could accomplish this more quickly if I was allowed to work from home. Would this be approved?
   This request, as described, might be approved as an acceptable work-at-home request. This request involves a project that is clearly defined, easily measurable, and that requires a significant amount of work without interacting with others. However, if your role requires other customer service interactions (even though this particular task doesn’t), a work-at-home arrangement might not be appropriate. You and your supervisor would need to determine the specific time(s) when working at home on this project would have the least disruption to the department, work group, or college.

5. I need to leave early from work next week to get my child enrolled in pre-school. Would this be an acceptable work-at-home request?
   No, in this scenario, the employee wouldn’t be working from home, but rather tending to personal matters. The employee is expected to use personal (vacation) leave or make a one-time adjustment to his/her work schedule per college policy.

6. I have a doctor’s appointment next week near my home. I live 30 minutes from campus. Can I work at home for a few hours in the morning before my appointment? (OR The weather is very bad but the campus is still open. My commute would be very long due to the weather. Can I work at home?)
   Yes, these would generally be acceptable ad hoc work-at-home requests. In both scenarios, it is assumed that you have responsibilities that can be accomplished at home without face-to-face interactions, and that all other aspects of the campus and college work-at-home policies are followed. A formal work-at-home approval form is not needed for either scenario, but the supervisor must be notified and approve the arrangement in advance.

7. A family member is having surgery and will be home for several days. Can I work from home in the mornings in case he/she needs my help during recovery?
   Per campus policy, an employee who is approved to work at home cannot provide any type of dependent care. In this scenario, sick leave and/or Family Medical Leave would likely be more appropriate options until the family member no longer requires assistance.

8. I supervise an employee who has requested a work-at-home agreement and whose job requires access to student records. Am I responsible for providing the employee with a computer at home? What do I have to do to be compliant with CU-Boulder security and privacy requirements when he/she is working at home?
   You are not responsible for providing computer equipment. You are responsible for ensuring the security of the work of the employee. See the Employee Checklist for links to required training and security guidelines.