FLEXIBLE WORK GUIDELINES

Purdue University recognizes that flexible work arrangements can promote better work/life balance for its employees. These Flexible Work Guidelines, rather than policy, are being offered, as no single approach would apply for all situations. By signing the Flexible Work Agreement, the employee certifies that he/she has reviewed, understands, and agrees to abide by the provisions of the Flexible Work Guidelines.

Employment Status

All University rules, policies, practices, instructions and guidelines that apply for the employee working at University facilities would also apply in any flexible work arrangement. Failure to comply may result in the termination of the employee’s participation in the flexible work arrangement.

Requests to work overtime or use leave time must be approved, in writing, in advance by the employee’s supervisor/manager. The employee’s continued participation in the flexible work arrangement is contingent upon acceptable performance standards.

This program is voluntary. It may be initiated upon formal written request by the employee and must be approved by the employee’s supervisor/manager. Participation in the flexible work arrangement may be terminated at any time by the supervisor/manager or by the employee with the agreement of the supervisor/manager. Generally, a two-week notice by either party is desirable, whenever possible.

If the employee wishes to renew this agreement, he/she must formally request renewal in writing using the Flexible Work Agreement. Renewal of the agreement is subject to review and approval by the employee’s supervisor/manager.

Benefits

Work hours, benefits, compensation, and leave scheduling while on a flexible work arrangement continue to be governed by applicable Purdue policies. Benefit status will not be affected by participation in flexible work arrangement unless regular hours worked decrease. Requests to work overtime or use leave time must be approved, in writing, in advance by the employee’s supervisor/manager. The employee’s continued participation in the Flexible Work Arrangement is contingent upon acceptable performance standards.

Workers’ Compensation

Workers’ compensation will apply only to injuries arising out of and in the course of employment as defined by the Indiana State Workers’ Compensation Law. Caution: Purdue University is not responsible for injuries unrelated to such work activities that might occur in the defined flexible work setting or elsewhere.
TELEWORK GUIDELINES

The following information applies to employees requesting a telework arrangement (i.e. working from home or a remote site). Employees seeking non-telework types of flexible work arrangements can skip this section.

Property Insurance

The University has an insurance program to insure its property. This insurance will not cover any personal property that is used at home, and will only cover University equipment brought to a defined telework work site if it has been listed with the Department of Risk Management and Insurance. Additional premiums that are required for such equipment insurance will be paid by the requesting departments. For more information, or to insure University property that will be used during a telework arrangement, contact the Department of Risk Management and Insurance.

Equipment, Equipment Insurance, Office Supplies

University resources and electronic equipment must be used properly and primarily for University business according to University policies.

The employee agrees to take reasonable steps to protect any University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality in accordance with Purdue policy. The employee will comply with all copyrights and licensing agreements for all software owned by the University. Depending on the circumstances, the employee may be responsible for any damage or loss of University property based on the discretion of their supervisor.

When the employee uses personal equipment, software, data, supplies, and furniture for University business, the employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor’s approval. The University assumes no responsibility for any damage to, depreciation of, or loss of the employee’s personal property.

The employee will return university equipment, records, and materials, upon request or termination of this agreement. The employee may be responsible for any costs necessary to return, repair, or replace University property.

If the employee is unable to meet work obligations due to equipment issues, the employee agrees to notify their supervisor and may be required to travel to the workplace to perform job functions until the issues are resolved.

The employee agrees to promptly report to their supervisor any instances of loss, damage or theft of University property, or unauthorized access to University systems or data. The supervisor will follow University policies and procedures in reporting these incidents to the proper authority as is appropriate for each case, such as the police and/or abuse@purdue.edu.

Information Security

In all activities, regardless of location, users of University information assets (both information and IT resources) must take appropriate care in protecting University assets by following
University policies, standards, and guidelines for the physical, administrative and technical safeguards for University information assets.

Remote users must use Purdue VPN services to connect to University IT Resources and follow the Remote Access Standards, End User Security Guidelines, and any additional guidelines issued by their departmental IT units and/or the owners of the IT Resources to be remotely accessed.

Teleworking may require the employee to handle confidential information in the designated workspace. Consequently, there is an elevated risk that such information may be improperly disclosed to third parties. All parties must take appropriate precautions to prevent such disclosure and abide by department and University policy, including following Data Handling requirements for printed information and electronically transmitted or stored information. Users are encouraged to store Purdue information on a departmental or network server share. University sensitive or restricted information must not be stored on a personally-owned device. All mobile computing and external storage devices must employ encryption (such as Bitlocker or FileVault).

Incidents involving University IT Resources or Information which violate local, state or federal law, University policy, or is harmful to the security and privacy of University sensitive or restricted data must be reported to abuse@purdue.edu.

Tax Liability

Any tax implications relating to telework (i.e. home office deduction) are the responsibility of the telework employee. The employee should seek professional advice for any questions or concerns regarding tax issues.

Confidential Information

Teleworking may require the employee to take confidential information to the worksite. Consequently, there is an elevated risk that such information may be improperly disclosed to third parties. All parties should take appropriate precautions to prevent such disclosure and abide by department and University policy.

Data Security

If the employee uses a computer workstation owned by the employee or the University, he/she agrees to take reasonable steps to comply with Secure Purdue guidelines. Purdue recommends remote workstations connect to Purdue through the Virtual Private Network (VPN).

To learn about data security and the VPN visit www.purdue.edu/securepurdue.

Computing Environment

The employee agrees to follow guidelines from his/her departmental computing support staff with regard to the appropriate computer hardware and software, workstation remote access security, anti-virus and firewall security, and system updates.
Documents, Materials, Inventions, and Other Improvements

Patents, copyrights, and other rights in inventions and in written and recorded materials developed in the course of the employee’s employment at the worksite are the property of the University as established under University policy including, but not limited to, Executive Memorandum NO. B-10, dated July 10, 2000.

Telework Workspace Safety

When setting up a telework arrangement, safety should be a primary concern. The Telework Safety and Workspace Checklist provides guidelines for establishing a home or other remote work station.

Flexible Work Arrangements - Definitions

The three most common forms of flexible work arrangements are: telework, compressed work week, and flex time.

Telework – also known as telecommuting, remote work, virtual work, and mobile work -is the most commonly used terms to refer to work done outside of the traditional on-site work environment. This term is defined in different ways and used in different contexts to refer to anything from jobs that are completely virtual or mobile, to arrangements that enable employees to work from home a few days per week or per month.

Compressed work week, a form of flexible scheduling, gives you the benefit of an extra day off by allowing you to finish your usual number of working hours in fewer days per pay period. The most common practice would be the “4/40 schedule,” where the employee would work four 10-hour days with one day off each week.

Flex time refers to allowing employees to adjust the arrival and departure times of their standard work schedule to meet their transportation or other work/life needs, while still maintaining an 8-hour work day. Flexible start/end times typically fall within “core” department operating hours (i.e. 9 a.m.-3 p.m.) and must not conflict with the department’s needs.