

telecommuting, or remote worker arrangements) and to provide personnel and payroll policies affecting the various categories of university employees. While many positions require a physical presence at the University, LSU is supportive of flexible work arrangements for positions (i) when the work is conducive to it, (ii) when it can mutually benefit both LSU and the employee in achieving work deliverables (iii) when the work performed can be appropriately monitored, and (iv) when it does not result in a significant additional financial cost to the University. A Flexwork Arrangement within the state of Louisiana shall be reviewed and approved by departmental leadership and documented in the employee's personnel file. A Flexwork Arrangement outside the state of Louisiana shall be reviewed and approved through departmental leadership, the Office of Human Resource Management ("HRM"), and in consultation with the Office of the General Counsel, prior to an offer being extended or implemented. A Flexwork Arrangement may be established for permanent,

July 1, 2022

arrangement. Commuting to and from home or an alternate work location/official domicile is not to be considered reimbursable travel or actual working hours because of a Flexwork Arrangement.

5. Not all positions or job assignments are suitable for a Flexwork Arrangement. If one position within a unit is found to be suitable for such an arrangement, it does not necessarily mean that other positions may also be suitable. Please see Appendix A for examples of job assignments that may be appropriate for a Flexwork Arrangement, although determinations will be made on a case-by-case basis.
6. Both the employee and the supervisor have the responsibility to ensure that a Flexwork Arrangement does not interfere with the employee's ability to perform his or her job duties or of the work unit to operate as intended. Established work hours for the department based on the job responsibilities, availability of others or resources, and team arrangements must be taken into consideration when a Flexwork Arrangement is allowed.
7. A Flexwork Arrangement may be revoked as necessary based on worker performance or productivity, changes to job responsibilities, availability of others or resources, team arrangements,



#### K. Official Office Closures

In the event of an official closure as declared by the LSU President, emergency closure instructions at the time of the incident will be provided in accordance with [FASOP AS23](#) and may include full suspension of operations regardless of official work domicile.

### III. PROCEDURES

#### A. Job Characteristics

Jobs best suited to telecommuting are jobs that:

1. Include tasks that can be performed off-site and sent to and from the employee's home with ease, speed, and confidentiality.
2. Require independent work, such as writing, reading, telephoning, planning, computer programming, word processing, and data entry.
3. Require limited face-to-face interaction with managers, colleagues, clients, or subordinates.
4. Have clearly defined tasks, objectives, and work products.
5. Have measurable work activities or products.
6. Have objectives with identifiable time frames and checkpoints.
7. Can be monitored by output and deliverables, not by the time spent doing the job.
8. Have minimal requirements for special equipment or access to materials and files located at the office or regular work location.
9. Can be performed while meeting University security requirements

#### B. Flexwork Pro

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II. Safety & Equipment; Information Security

- A. Employee agrees to maintain a safe and secure work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the University harmless for injury to others at the remote work location/official domicile. Regarding space and equipment purchase, set-up, and maintenance for remote work purposes:
- x Employee is responsible for providing space, telephone, printing, networking, and/or Internet capabilities at the remote work location and shall not be reimbursed by the employer for these or related expenses. Employee acknowledges that Employee has no right or expectation of privacy in data transmitted or received over the internet connection during remote work hours. Internet access must be via DSL, Cable Modem, or an equivalent high-speed bandwidth network.
  - x Employee agrees to designate a workspace within the Employee's remote work location for placement and installation of equipment to be used while remote working. Employee agrees to maintain this workspace in a safe condition, free from hazards and other dangers to Employee or equipment. Department must approve the site chosen as the Employee's remote workspace. Employee is expected to submit three photographs of the home workspace to management prior to implementation. Any University materials taken home should be kept in the designated work area at home and not be made accessible to others. Employee agrees the University reserves the right to make on-site visits (with 48 hours' notice) to the remote work location for the purpose of inspecting the site to determine it is safe and free from hazard and to maintain, repair, or retrieve University-owned equipment, software, data, or supplies. In the event legal action is required to regain possession of university-owned equipment, software, or supplies, Employee agrees to pay all costs incurred by the University, including attorney fees, should the University prevail. Employee agrees to work at the remote work location, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action.
  - x To the extent practicable, Employee agrees to protect

x Should you need any technical support, you should reach out to the Information Technology Service Desk at 225-578-3375 or via email at [servicedesk@lsu.edu](mailto:servicedesk@lsu.edu).

B. Employee agrees to comply with Policy Statement 101 which refers to the appropriate use of university equipment, materials, services, and other property.

C. Employee understands and agrees that Employee's personal vehicle may not be used for university business unless specifically authorized in writing by Employee's supervisor in advance of such use.

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