

13.5 Eligibility for Remote Work

In some cases, the University may determine that a position or job classification may be well suited to work offsite. In all other situations, the following criteria should be used to determine whether a remote work agreement meets the interests of the University and the employee:

- x Job Responsibilities - the appropriate parties will discuss job responsibilities and determine if

result in immediate termination of the arrangement and possible disciplinary action.

Time reporting requirements must be followed by employees working remotely, as they would if the employee were working on campus. Accrual of leave benefits and requests for sick leave and vacation usage will follow the same policies and procedures as those used at the on-site work location. Remote work is not a substitute for the utilization of benefit time.

An employee working under an approved remote work agreement may also be intermittently assigned full-time to his/her on-site office location as deemed necessary and appropriate by the

Consistent with the University's expectations for information security that pertain to employees working on-site, remote work employees will be expected to ensure the protection of University information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, regular password maintenance, Virtual Private Network (VPN), and any other steps appropriate for the job and the environment.

Individual tax implications and other costs related to the remote work space shall be the responsibility of the employee.

13.9 Workers' Compensation

Workers' Compensation laws may apply if the employee is injured in the course of performing official duties at the remote work location. The University is not liable for other property damage or bodily injury that results from participation in a remote work agreement.

If a remote work employee sustains injuries while at their home-based work location and in conjunction with their regular work duties, the employee is responsible for notifying the employer of such injuries in accordance with applicable University workers' compensation procedures. The employee is liable for any injuries sustained by visitors to their remote work site.

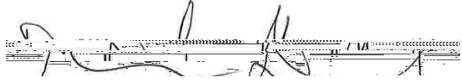
13.10 Safety

The remote work employee will designate a certain part of the remote work location as the area where work is to be performed. Based on descriptions of the work area, and possible remote-site inspections, a determination should be made by the supervisor that the site is adequate, both in terms of utility and safety for performance of assigned work. The remote work employee, in initial discussions with the supervisor/director/dean, should be made aware that:

1. The University may deny an employee the opportunity to participate or may rescind a remote

13.12 Implementing Procedures

The Southern Illinois University System President, the Chancellor of Southern Illinois University Carbondale, the Chancellor of Southern Illinois University Edwardsville, and the Dean and Provost of the Southern Illinois University School of Medicine are hereby authorized to promulgate and/or amend policies, procedures, and/or protocols, for their respective campus or locations, to implement this Remote Work Policy.



Daniel F. Mahony
President

5/24/2021

Date