HUMAN RESOURCES

Supervisor's Tool Box

Alternate Work Location

Employees are expected to work at the work location designated by Oklahoma State University. Designation of the work location is based on the operational needs of the unit. However, in an effort to provide a flexible and supportive work unit, an alternate work location may be requested. Approval for an alternate work location must be endorsed by the unit administrator/dean and approved by the appropriate vice president. An alternate work location is not an employee entitlement and may be terminated at any time by the supervisor or administrative official and/or the employee.

Guidelines for Alternate Work Location

Within the operating needs of the department, unit administrators have the flexibility to work with employees in order to accommodate commuting and other needs of employees within the following guidelines:

- Alternate work location programs are at the discretion of the unit administrator and approved in advance by the appropriate unit administrator and Dean with final approval by the appropriate Vice President. The attached forms are for documentation of this approval and should be kept within departmental and Vice President records.
- The approval of an alternate work location depends upon the job duties to be performed and may not be suitable for all positions or departments. Alternate work locations must not jeopardize or impact normal operations or hamper teamwork and unit results.
- There should be consistency in the work location. Work locations should not vary from day-to-day, week-to-week.
- Work hours of the regular work location must be maintained at the alternate work location. Failure to maintain such hours will result in return to regular work location. All employees using alternate work locations, regardless of exemption status, shall keep time records to ensure that appropriate work schedules and leave policies are observed.
- The designated alternate work location is considered an extension of the department's workspace and must maintain a professional atmosphere and decorum.
- The alternate work location must constitute a safe working environment and is governed by the provisions of workers' compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties. The employee is responsible for completing the Alternate Work Location Safety Checklist with the supervisor and agrees to inspection at the request of a designated University official.
- Alternate work locations, if available, should be offered uniformly to all employees whose positions may allow for an alternate work location. When requests conflict, a fair and

impartial means must be used to grant requests. Alternate work locations are not available for new employees during the first 90 days of employment or for employees with any current corrective action.

- An approved alternate work location must be reviewed after the first three months and thereafter on an annual basis to determine the value and success of such action.

Advantages of Alternate Work Locations

- Alternate work locations allow employees flexibility in meeting personal needs.
- Alternate work locations can increase employee retention, loyalty, and morale.
- Alternate work locations can improve the University's ability to recruit employees and can reduce turnover and can assist departments in hiring individuals who may be otherwise unavailable.

Things to Remember About Alternate Work Locations

- Not every position is suited to certain types of alternate work locations. The unit administrator is responsible to set work locations that meet the operating needs of the unit.
- To be successful, the program must "work" for both employees and the unit.
- Communication is key. Supervision and supervisory feedback is still necessary.
- Consistency and fairness is important with this employment aspect as in all employment practices.
- Alternate work locations would typically be voluntary.

Questions regarding these practices can be addressed to OSU Human Resources, (405) 744-5373.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source.

ALTERNATE WORK LOCATION AGREEMENT

Oklahoma State University

Employee Information

Name: _____ CWID:_____

Department: _____ Title: _____

Continuous Employment Date: _____

FLSA status – (select one):
◯ exempt ◯ nonexempt

Regular/Primary Work Location: _____Phone: _____

Alternate Work Location

1. Indicate proposed alternate work location:

2. Describe benefits of alternate work location to department:

3. Describe benefits of alternate work location to employee:

4. Describe how the employee will communicate with supervisor and department:

5. Briefly explain how hours worked will be tracked/recorded:

6. Briefly describe how the quality and quantity of work will be evaluated? What measures will be used to determine that the agreement is working successfully for the department?

Work Location Schedule

7. Dates of Proposed Schedule: _____

Current Work Location Schedule	Hours	Day	Proposed Work Location Schedule	Hours
		Saturday		
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		
		Friday		
Total:		**Total:**		

Lunch time will be from _____ to _____ each work day.

Terms and Conditions of Participating in the Alternate Work Location Agreement

- Working at an alternate job-required work location is an exception and not an entitlement.
- Participating in an alternate work location agreement can be terminated at anytime by the supervisor or the employee.
- The employee will develop and follow an effective communication strategy with their supervisor and co-workers.
- Conditions of employment with Oklahoma State University are not affected by working in an alternate work location.
- The designated alternate work location is considered an extension of the department's workspace and is governed by the provisions of workers' compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties.
- The employee will track all hours worked and report leave taken as appropriate. Reporting of such hours will be in written format and provided to the department head or designee on a biweekly or monthly basis.
- The alternate work location and specific work area are subject to periodic review by the supervisor/unit administrator/or designee with reasonable notice.
- The alternate work location environment will be professional when receiving or making work-related phone calls (e.g., no barking dogs, loud music/television, crying children in the background, etc.)
- Working in an alternate work location is <u>not</u> a substitute for dependent care.
- Work hours, use of annual leave, sick leave, and all other types of leave will conform to current OSU policies and procedures. The employee will maintain their work schedule and submit appropriate documentation requesting sick leave, annual leave, or other types of leave (when applicable).
- Business meetings with third parties will be conducted at the primary duty station or other approved location. Approval for alternative meeting sites must be obtained in writing prior to the meeting.
- Long distance phone calls and faxes will be handled according to departmental policy and the directives of the supervisor.
- On occasion, the employee may be required to report to the primary work station to attend meetings or tend to other responsibilities regardless of the alternate work location agreement.
- Oklahoma State University equipment to be utilized at the alternate work location will be listed on an *Inventory of Equipment Form*, signed and dated by the employee and supervisor.
- The employee will maintain a safe working environment at the alternate work location. The supervisor and employee will review and sign the *Alternate Work Location Safety Checklist* when the location is provided and/or maintained by the employee.
- The employee will safeguard all work related records and files from loss or damage. All products, documents, reports, and data created at the alternate work location as a result of work-related activities are the intellectual property of Oklahoma State University and are subject to the

Oklahoma Public Information Act. The employee will return all work-related property to the department, upon request.

- The employee will ensure a secure computing environment in that the computer workstation being used at the alternate location will meet the minimum computer security standards listed in the *Alternate Work Location Safety Checklist*.
- A *nonexempt* employee must limit actual work hours to 40 hours per week, unless prior written approval has been obtained from the supervisor.
- The employee is expected to follow all OSU policies and procedures while at all work locations.
- The work must be completed within the above schedule with no loss of customer service or disruption to others in my department or within the OSU System.
- At any time, for any reason, the supervisor may require me to return to the regular work schedule and location.
- The employee must comply with the terms and conditions of this Oklahoma State University *Alternate Work Location Agreement.* Failure of the employee to comply with these terms and conditions may result in the termination of the alternate work location agreement and may also result in other disciplinary action up to and including termination.

Employee Agreement

I request approval to work at an alternate work location as indicated above. I agree my supervisor and I will complete the *Inventory of Equipment Form* (if applicable), and the *Alternate Work Location Safety Checklist* (if applicable) if my request is approved. I understand that Oklahoma State University is not obligated to provide resources/equipment to establish an office away from the usual duty station. I have read, understand, and will comply with all of the terms and conditions of this *Alternate Work Location Agreement.*

_____ _____

Employee Date

Supervisor/Unit Administrator Agreement

I have reviewed this *Alternate Work Location Agreement* with the employee and will hold the employee accountable to the terms and conditions of this agreement.

_____ _____

Supervisor Date

Dean and Vice President Approval

_____ _____

Dean Date

_____ _____

Vice President Date

ALTERNATE WORK LOCATION SAFETY CHECKLIST
Oklahoma State University

The employee and supervisor will review this checklist together to ensure steps have been taken to address the safety of the alternate work location when the location is provided and/or maintained by the employee.

Alternate Work Location

- ☐ The employee has clearly defined workspace that is kept clean and orderly.
  - ☐ The lighting is adequate for assigned tasks.
  - ☐ Exits are free of obstructions.
  - ☐ Supplies and equipment (both departmental and employee-owned) are in good condition. The *Inventory of Equipment Form* has been reviewed and signed, if applicable.
  - ☐ The work area is well ventilated and heated for assigned tasks.
  - ☐ Storage is organized to minimize risks of fire and spontaneous combustion.
- ☐ Cords, cables, or other items are placed in an orderly fashion to prevent a tripping hazard.
  - ☐ Surge protectors are used for OSU-owned computers, fax machines, and printers.
  - ☐ Heavy items are securely placed on sturdy stands close to walls.
  - ☐ Computer components are kept out of direct sunlight and away from heaters.
  - ☐ Computer operating system and software must be updated regularly with security patches
  - ☐ A software firewall must be installed and enabled
  - ☐ Antivirus software must be installed, enabled and updated regularly
  - ☐ All system and user accounts must be password protected as outlined in the IT User Password Creation Policy, http://it.okstate.edu/policies/pol_usepass.php
  - ☐ A VPN (Virtual Private Network) must be used when connecting to OSU information resources; a VPN client is available through the Software Distribution website, http://it.okstate.edu/policies/pol_usepass.php

Emergency Preparedness

- ☐ Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work location.
- ☐ A first aid kit is easily accessible and replenished as needed.
- ☐ Portable fire extinguishers are easily accessible and serviced as needed.

Ergonomics

☐ The workstation (desk, chair, computer, and other equipment) is arranged to be comfortable without unnecessary strain on the back, arms, neck, etc.

Other Safety Items

☐ _____

☐ _____

☐ _____

Comments

_____
_____
_____

I have reviewed this *Alternate Work Location Safety Checklist* with my supervisor and have taken steps to ensure safety at my alternate work location. I understand this checklist is not all inclusive, and it is my duty as an OSU employee to create and maintain a safe working environment at my alternate work location. I understand my supervisor/department head/unit head/or designee may review my alternate work location with reasonable notice.

_____ _____
Employee Date

I have reviewed this *Alternate Work Location Safety Checklist* with the employee referenced above.

_____ _____
Supervisor Date

INVENTORY OF EQUIPMENT FORM

Oklahoma State University

The following Oklahoma State University equipment has been issued to and received in good working condition by: _____.
(Type/Print Name of Employee)

Type of Equipment	

Statement of Agreement:

- This equipment will be maintained in a safe, secure, and orderly manner.
- This equipment will be used in accordance with OSU policies and procedures.
- The supervisor/unit administrator or designee may visit the alternate work location with reasonable notice to ensure that this equipment is being maintained in a safe, secure, and orderly manner.
- The employee is responsible for any loss or damage to the above-referenced OSU equipment, except that which occurs through normal wear and tear.
- The employee will immediately return all OSU-owned equipment, supplies, etc. upon the request of the department , expiration of the Alternate Work Location agreement, or termination of employment.

I certify the equipment listed above has been issued to me by Oklahoma State University and received in good working condition. I have read, understand, and will comply with all of the terms and conditions listed on the *Statement of Agreement* on this *Inventory of Equipment Form.*

_____ _____
Employee Date

I have reviewed this *Inventory of Equipment Form* with the employee referenced above and will hold the employee accountable to the terms and conditions of this agreement.

_____ _____
Supervisor Date