



POLICY NAME	Staff Remote Work Policy	POLICY NO.	BA488
APPROVING BODY	Cabinet/President	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs – Human Resources		
EFFECTIVE DATE	01-JUN-2025	REVIEW/REVISION DATE	01-JUN-2025 pending BoR review

PURPOSE:

Remote Work is an alternative work arrangement that allows an employee to perform all or part of their work away from the WNMU worksite. Remote Work may be appropriate for some employees and jobs, but not for others (ex: customer front facing or student services). It is not an entitlement, and participants remain subject to all of the terms and conditions of employment with the University or any collective bargaining agreement, if applicable.

POLICY:

This policy is designed to maintain consistency and equity while supporting flexible work arrangements that benefit both the employee and the university.

REMOTE WORK PLAN AND AGREEMENT

The Remote Work Plan and Agreement Form establishes guidelines for remote work arrangements to ensure both the manager/supervisor and the employee have a clear, shared understanding of the expectations. Each arrangement is unique, based on the needs of the position, the manager/supervisor, and the employee. Forms are available through the Policy Office website.

All remote work plans must be approved by the respective division Vice President.

GENERAL PROVISIONS:

- Official Work Location:** Regardless of any remote work arrangement, the employee’s official work location remains the University worksite.
- Compliance:** All remote work plans must comply with applicable employment laws and must not discriminate based on any protected class. Employees engaged in Remote Work will be subject to all WNMU policies and procedures, including those relating to performance and productivity, impairment, conduct, information security, and data protection.
- Performance Expectations:** Employees are expected to perform all regular job duties effectively, regardless of work location.

4. **Availability and Responsiveness:** Employees must be available and responsive during their scheduled work hours and must promptly respond to all voicemail, email, and other messages as well as attend departmental/project/committee meetings as required.
5. **Work Location and Schedule:** Employees are required to work from the location specified in their Remote Work Plan unless they have prior approval to work from an alternate location. Any time off or overtime must be pre-approved according to department guidelines and the rules applicable to their employment.
6. **Travel Reimbursement:** Travel from home to the university campus does not typically qualify for reimbursement, except in cases pre-approved by the respective divisional Vice President.
7. **Exclusions:** This Remote Work Plan is not intended for use for child or eldercare, nor does it apply to accommodations.
8. **Campus Reporting:** Employees may be required to report to the university campus at any time, as needed.
9. **Modifications to Remote Work Arrangements:** Either the employee or the departmental manager/supervisor may terminate a remote work arrangement at any time. All employee-proposed changes to remote work arrangements are subject to departmental and divisional Vice President approval.
10. **Renewal and Review:** Remote work agreements will be reviewed/renewed bi-annually. Significant modifications must be documented by revising the agreement. A date should be specified to review the effectiveness of the remote work arrangement.

EQUIPMENT AND TECHNOLOGY ACCESS:

1. **Safe and Productive Worksite:** The employee and university must work together to ensure that the remote worksite is safe, productive, and ergonomically suitable.
2. **Equipment Needs:** The employee and department will determine the equipment and technology needed to perform their duties remotely. Any equipment provided by the university remains university property and must only be used for university business. It must meet information security standards, be properly secured, and returned at the end of the remote work arrangement.
3. **Equipment Failure or Service Interruption:** Employees must immediately notify their manager/supervisor in the event of equipment failure or service interruption to discuss alternate work options.
4. **Employee Responsibility:** Employees are responsible for the loss or damage to university property used in remote work.

TAX AND LEGAL CONSIDERATIONS:

Employees are responsible for understanding the tax implications of working remotely if their residence is outside New Mexico.