



KANSAS WESLEYAN UNIVERSITY REMOTE WORK POLICY

Administrative Division	Business Office
Policy Title	Remote Work Policy
Administrative Office	Office of Human Resources
Effective Date of Policy	3-1-2025

Purpose

This policy outlines the guidelines and expectations for employees who work remotely, ensuring a productive and collaborative work environment.

Scope

This policy applies to all employees eligible for remote work, regardless of whether full-time or part-time, position or department.

Eligibility

Employees must meet the following criteria to be considered for remote work:

- Demonstrated ability to work independently and manage time effectively.
- Job responsibilities that can be performed outside of the office.

Work Environment

Employees are expected to establish a dedicated workspace that is safe and conducive to productivity. The workspace should be free from distractions and equipped with the necessary tools and technology.

Work Hours

Employees must maintain regular work hours as agreed upon with their supervisor/manager. Flexibility may be allowed with prior approval, but employees should be available for communication during core business hours.

Communication

Regular communication is essential. Employees are expected to:

- Attend scheduled meetings on campus or via Teams or phone as per assigned by supervisor.
- Use designated communication tools (e.g., email, Teams chat groups) to stay connected with the team.
- Provide regular updates on project progress.

Performance Expectations

Employees working remotely will be held to the same performance standards as those working on-site. Regular check-ins and performance evaluations will be conducted to ensure accountability and support.

Data Security

Employees must adhere to all company policies regarding data security and confidentiality. This includes:

- Using secure networks for work-related tasks.
- Protecting sensitive information and reporting any security breaches immediately.

Termination of Remote Work Agreement

The university reserves the right to terminate a remote work arrangement if performance expectations are not met, communication is lacking, or if there are changes in university needs.