

COE Work from Home Policy

The opportunity for staff to work from home is at the discretion of the person's supervisor with approval from the unit head (department, OSDS, Dean's Office, center, etc.). This is not an entitlement program, but can be implemented if it is determined by the supervisor and unit head that the performance of certain duties can be enhanced with a work from home option. The following basic requirements must be met.

- 1- Available to staff who have a crossed trained member in the same unit.
- 2- Office phone must be transferred to the home.
- 3- The college does not provide any technology for the home (computers, copiers, etc.), and no other expenses associated with working from home are covered by the college (phone bill, power bill, rent, internet connection, etc.)
- 4- Individuals must have access to the college computing environment via Mosaic Anywhere or their office desktop.
- 5- A maximum of one day per week is permitted with the following restrictions.
 - a. Individuals cannot work from home on days when the cross trained member is out of office for any reason.
 - b. Individuals cannot work from home in a given week if they have been out of the office that week for any reason (vacation, sickness, conference, training, etc.)
 - c. The supervisor can cancel a work from home day at any time and for any reason.
 - d. Supervisors can call staff members into the office at any time while working from home.
 - e. The supervisor can use a less frequent schedule, e.g., one day per month.
- 6- The duties must be assigned in writing by the supervisor and the performance reviewed regularly by the supervisor and/or unit head. A monthly summary of work completed while working from home must be submitted to the supervisor. Individuals should record/track work completed during each work from home day.
- 7- The supervisor can add any other requirements needed to be certain work is performed.
- 8- The supervisor can cancel an individual's work from home option at any time.

<https://legal.uncc.edu/policies/up-101.22>