

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	REMOTE WORK POLICY FOR NON-EXEMPT EMPLOYEES				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

Non-exempt employees are generally required to perform their work assignments at their regularly scheduled work site, typically on the University's campus. Limited exceptions to this policy may be requested from an employee's supervisor. A non-exempt employee should not perform any work away from the University, including at home, without prior written authorization from the employee's supervisor. In the event authorized work away from the University is required, this time is considered hours worked and should be recorded.

The University reserves the right to revoke an employee's approval to work remotely when it is determined that this course of action is in the best interest of the University.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS