



Employee Responsibilities and Expectations When Working Remotely

- The quantity, quality, and timeliness of work is expected to be maintained or enhanced while working remotely. Working remotely should not interfere with FAS' commitment to offer responsible, reliable and seamless support. Employees working remotely should still be responsive to clients, and they should not be impacted by a change in service level or responsiveness.
- If necessary, be available to come into the office when physical presence is essential and follow all safety protocols in the [COVID-19 Guide for FAS Staff](#)
- Communication is imperative to support continued teamwork and engagement so that commitments are met. Use appropriate collaboration tools and keep supervisor and team members informed of any days or time not available and out of office. Be reachable at all times by phone, chat, text or email, as if working in the office.
- At a minimum, one must have access to an operable telephone, internet and a network capable of reaching the university's campus network.
- University equipment located at the remote work site is subject to all policies and restrictions related to use of state owned property. Participating employees are responsible for any equipment and software used at the remote work site and accept financial responsibility for any equipment that is lost, stolen or damaged because of the employee's negligence, misuse or abuse.
- Use of personal computers to host university data is highly discouraged. Any employee using a personal computer to host university data is making their personally owned device subject to subpoena and open records requests. Refer to [UT Austin policy on telecommuting \(HOP 5-2130\)](#).
- Employees are responsible for safeguarding information regardless of where, when and how they work. The [UT Austin Information Security Office site](#) offers a wealth of information about the security protocols that must be followed when using either personal or UT Austin computers outside of the office setting.
- As outlined in the [UT Austin policy on telecommuting \(HOP 5-2130\)](#), "an injured employee participating in telecommuting must notify his or her supervisor immediately and complete all requested documents. Workers' Compensation benefits will apply to injuries arising out of and in the course and scope of employment."



- While performing job duties when working remotely, the expectation is to arrange for dependent care just as if working in the office. In the event that one is faced with caring for a dependent, and the level of care needed for a dependent prevents or significantly disrupts work accomplishment, supervisor must be notified and only actual hours worked should be recorded on the timesheet and accrued leave or other flex work arrangements must account for the other hours.
- When an inclement weather event results in the closure of main campus, and **ability to work from home** has minimal impact to day-to-day business interactions, record regular work hours.

In the event an inclement weather event results in the closure of main campus, and **ability to work from home is compromised** because day-to-day business requires a high level of interaction with employees on main campus, or a campus technology system adversely impacted by the weather renders work inoperable, use Emergency Leave for that day.

Emergency leave should only be used to prevent loss of income and preserve personal accruals. The intent of emergency leave is keep an employee's salary whole due to unanticipated emergency events, not to accrue extra compensatory time. In most circumstances, an employee working remotely has no need to enter both regular work time plus emergency leave.