



---

**Illinois Wesleyan University (IWU)**  
**Remote & Hybrid Work Policy**

---

---

**Policy Synopsis**

---

Title: Remote & Hybrid Work Policy

Approval Date: 6/29/2023

Revision Date, if applicable: Review Date(s): July 1, 2025

Responsible Authority: Associate Vice President for Human Resources

---

**A. Purpose**

---

Remote & hybrid work is a flexible option that helps manage people, time, space and workload efficiently and effectively. Factors that will be considered include balancing the needs of students and colleagues, protecting IWU culture and community, and sustaining a qualified workforce. Section D outlines the request process for remote & hybrid work of a duration of two consecutive weeks or greater, or remote & hybrid work on a consistent basis.

Occasional remote/hybrid work (remote & hybrid work of fewer than 2 consecutive weeks or on an occasional basis) is managed between supervisors and employees. On an annual basis, VP approval of occasional remote & hybrid work is to be reported to the Associate Vice President of Human Resources, but the formal request process outlined in Section D is not required.

---

**B. Definitions**

---

- Remote & hybrid work: a type of flexible working arrangement that allows an employee to work from a location other than the central workplace.
- Alternate work location: Approved location, other than the central workplace
- Occasional remote & hybrid work arrangement: remote & hybrid work of fewer than 2 consecutive weeks or on an occasional basis; formal request process outlined in Section D is not required

---

### **C. Scope/Applicability**

---

Eligible positions are determined by HR in consultation with the supervisor, based on job nature and feasibility. Unless remote/hybrid work is part of the initial employment agreement, remote/hybrid work may not be considered until the employee has been successfully employed at the university for six months. Additional considerations may include:

- the need for face-to-face interaction/coordination of work with other employees.
- the need for direct supervision of or by the position
- whether there is an ability to define tasks with measurable work activities and objectives
- whether the remote/hybrid work arrangement will impact service quality or university operations, or may result in increased workload for other employees
- whether the employee has a demonstrated ability to work productively on their own and is self-motivated and flexible
- whether the employee has had any active disciplinary actions within the past 12 months

Ineligible positions: Categories identified by HR as typically not eligible for remote & hybrid work. These may include positions with a requirement for direct service, if direct on-campus supervision of employees is required, or site-specific positions; contact HR for details.

---

### **D. Request Process**

---

Supervisor and Employee should complete a Remote & Hybrid Work Request & Agreement. HR, Supervisor and/or applicable VP will review the request to make a determination. Supervisor and Employee review together the elements of the Remote & Hybrid Work Request & Agreement. HR will submit in writing the approval or denial of such agreement. Upon approved execution of the Remote & Hybrid Work Request & Agreement, Supervisor signs and submits the agreement to HR for record keeping and tracking purposes.

Pre-existing remote & hybrid work Agreements: Existing written agreements will be reviewed under this policy to ensure consistency. A remote & hybrid work Request and remote & hybrid work Agreement must be submitted.

Faculty Exception for Sabbatical: No formal remote & hybrid work agreement is required for faculty on sabbatical.

Other remote & hybrid work Exceptions: On occasion, a department may determine that employees need to work at an alternate work location for a short period of time to accommodate unusual circumstances, such as a brief office closing for renovations or relocation. In such cases,

the formal remote & hybrid work Request and remote & hybrid work Agreement are not required. However, the arrangement should be documented by email to Human Resources, specifying work expectations and duration.

Emergencies and Other Unexpected Contingencies: remote & hybrid work arrangements may be established in emergencies for critical functions. It is expected that normal operations will be restored at the central workplace when possible.

Modification or Termination of Agreement: A supervisor, in consultation with HR, may modify or terminate the agreement. Employees may also terminate the agreement with notice.

---

## **E.General Expectations and Conditions**

---

Compliance with Policies: Remote & hybrid workers must follow university rules, policies, and practices.

Hours of Work: Total work hours remain unchanged, and core hours may be required. The same productivity level is expected. Hours worked in excess of those specified in the remote & hybrid work agreement require the advance approval of the employee's supervisor.

Child/Dependent Care: Remote & hybrid work does not substitute for dependent or child care responsibilities. If children or adults in need of primary care are in the alternate work location during employee's work hours, another person must be present to provide care.

Participation in Virtual Meetings: Generally, cameras are expected to be on for virtual meetings to facilitate communication and team building. Exceptions may be requested, and will be evaluated by the supervisor in consultation with Human Resources.

Use of Leave: remote & hybrid work cannot replace various types of leave, such as sick, Family and Medical Leave, workers' compensation leave, etc.

Liability: University assumes no responsibility for alternate work location incidents outside agreed work hours or for injuries that do not arise out of and in the course of employment. The university also assumes no liability for damages to employee's real or personal property resulting from participation in remote/hybrid work. Workers' compensation coverage is limited to designated work areas in the alternate work location.

Equipment and Materials: Normally, the university provides equipment and materials needed by employees to effectively perform their duties; however, the university does not duplicate resources between the central workplace and the alternate work location.

Employees approved for remote/hybrid work agreements may use university-owned equipment only for legitimate university purposes. Employees are responsible for protecting university-owned equipment from theft, damage and unauthorized use. The university maintains, services and repairs university-owned equipment used on campus in the normal course of employment. In the case of remote/hybrid work, the university stipulates who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service. The remote & hybrid work agreement may also permit employees to use their own equipment, provided the use of such equipment has been approved by the Chief Information Officer or designee.

Generally when employees are authorized to use their own equipment, the university is not responsible for the cost, repair or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the remote & hybrid work agreement or determined by Human Resources.

Costs of remote & hybrid work: Employees in remote/hybrid work arrangements who incur approved costs related to necessary business expenditures or losses within the scope of their employment and directly related to the services they provide must submit any such expense with supporting documentation to their supervisor within 30 calendar days of incurring the expense. If no documentation exists, the employee must submit a signed statement regarding the documents.

University Information: Remote/hybrid workers must protect university information and follow security procedures.

---

## **F. Related Information**

---

Please find the current version of the Remote & Hybrid Work Agreement on the Human Resources [Forms](#) page.