



Alternate Work Location (AWL) Policy

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources Management
Issue Date: 07/01/2019
Revision Issued: 03/25/2020
Next Scheduled Review: 03/25/2021

Summary:

Alcorn State University seeks to support the creation of alternate work location arrangements, of either short-term or long-term duration. Such agreements must be beneficial to both the employee and institution, as evidenced by mutual agreement between the individual staff member and supervisor, and approved by Human Resources Management, the unit Vice President, Dean and President/IEO.

The Alternate Work Location Policy is established in consideration of technological advances and in recognition that some positions may be conducive to less traditional work location arrangements.

This policy is not intended to grant to any employee an expectation for right to an alternate work location.

Procedures:

Eligibility

Full-time, exempt employees (full-time faculty excluded) in good standing with the University are eligible to be considered for this type of arrangement.

Employees must have satisfactory performance, as reflected in most recent performance evaluation, with at least a rating of "meets expectations."

Policy Provisions

Definition – Alternate work location arrangements are defined as work performed at the exempt employee's home or other off-site location that may be linked electronically (i.e. by computer and/or telephone) to a central office of the University.

Requests – Requests for alternate work location arrangements are subject to the approval of the exempt employee's supervisor based on the unit's operational needs. Approvals may take into account the nature of the work involved, the duration of the arrangement, and the suitability of the proposed work location.

The *Request for Alternate Work Location (AWL) Arrangement Form* is available on the Human Resources Management home page.

Alternate Work Location Considerations

Before the department head agrees to an alternate off-site work location (including employees working out of state), the following factors must be taken into consideration:

- Can the work be performed adequately in an alternate location?
- Will adequate staff remain at the regular work location to serve the university community and public, if applicable?
- What precedent and effect on morale are being established?
- Will others in like situations be allowed to work in an alternate location?

Alternate Work Location Agreement (Located on the Human Resources Management Home Page)

A request for an alternate work location arrangement is made by an exempt employee through his or her supervisor. When an agreement is reached between the exempt employee and the department, a *Request for Alternate Work Location (AWL) Arrangement Form* and an *Alternate Work Location Agreement*, signed and dated by the exempt employee and supervisor, are submitted to Human Resources Management.

Human Resources Management reviews the request to ensure that the needs of the exempt employee, the department and the University are met. This process may include a review of the proposed work location, equipment, and any other factors, as deemed appropriate.

The unit Vice President and Dean must approve the agreement.

Approval must ultimately be received from the university President/IEO to execute the alternate work location agreement.

Approval or assignment of an alternate work location is at the sole discretion of the University and may be revoked at any time.

Exclusions or Special Circumstances:

The exempt employee's duties, obligations, responsibilities and conditions of employment with the University remain unchanged upon the execution of an Alternate Work Location Agreement. Salary, retirement plan benefits, and university-sponsored insurance coverage will not change. Job responsibilities, standards of performance, and performance evaluations remain the same as when working at the regular university work location.

An employee who works from an alternate work location is expected to have regularly scheduled and approved work hours (determined by the Department), to be fully accessible during those hours, and to attend meetings and functions in person as may be required. Work hours and leave schedules are to conform to applicable Human Resources Management policies. Requests to schedule vacation, use sick leave, or in any other way alter the agreed upon schedule are subject to the approval of the supervisor the same as when working at the regular university work location.

The exempt employee remains obligated to comply with all pertinent university rules, policies and practices, and instructions that would apply if exempt employee were working at the regular university work location.

The exempt employee will report, in person, to his or her supervisor at predetermined times and dates as required for ongoing departmental interactions and will participate in any university required training, meetings, work related duties, etc. as deemed necessary by the Department or University. The participating exempt employee will be solely responsible for all costs incurred because of working from an alternate work location, including travel to and from the regular work location for mandatory meetings, etc.

It is the exempt employee's responsibility to maintain a designated workspace in a safe condition, free from hazards. This space will be subject to scheduled alternate location visits by university representatives.

Use of any equipment, software, data, supplies and furniture provided by the University for working in an off-site location is limited to authorized persons for the performance of university business. The exempt employee is responsible for ensuring all items are properly used and maintained.


An alternate work location agreement is not intended to permit the employee to work other jobs or provide dependent or other care during working hours, or run his or her own businesses. Engagement in any such activities during expected work time may result in immediate termination of the alternate work location agreement and/or possible disciplinary action (including potential termination of employment).

The exempt employee will be subject to the applicable tax jurisdiction, zoning, and tax liability associated with the alternate work location (including locations out of state or country), as determined by the Alcorn State University Payroll Office. The exempt employee is responsible for determining any tax liability associated with alternate work locations outside the state of Mississippi.

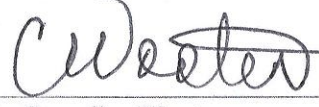
Termination of Agreement

Unless a start and end date are specifically stated in the signed Alternate Work Location Agreement, the agreement remains in effect until either party wishes to terminate it. The exempt employee is required to provide 14 days' notice of the desire to terminate the agreement. The University may terminate the agreement at any time, with or without notice. Notification that an agreement has been terminated must be made in writing and provided to Human Resources Management and the Payroll Office.

Approvals:



Dr. Wanda C. Fleming, MBA/SHRM-SCP
Chief Human Resources Officer

 3/25/2020

Dr. Cornelius Wooten
Senior Vice President for Finance, Administrative Services & Operations/Chief Financial Officer

Alfred L. Galtney 3/25/2020

Alfred L. Galtney, J.D.
Executive Director for Institutional Compliance/CCO

Felecia M. Nave 3/26/2020

Dr. Felecia M. Nave, President/IEO