Telecommuting and remote

completion of work, meeting attendance, responsiveness to email and other communications, and other performance criteria are the same for telecommuting employees and those working on campus. Supervisors should apply the same

incurred during the normal course and scope of their employment and job duties, including being covered only during agreed-upon work hours. Employees must report any work-related injuries to their supervisor and Human Resources

standard injury-reporting process.

An employee who needs an accommodation may contact Human Resources to file a request. The request will be evaluated according to established policy and procedures.

Employees must seek advance approval from their supervisor to use sick leave (when possible and as soon as practicable if not possible in advance), vacation, time off, or other leave credits. Each employee is responsible for recording vacation, sick, or other leave as they would for a day they would normally work on campus.

All employees are responsible for complying with Southwestern policies, practices, and policies while telecommuting.

All employees are responsible for tax and insurance consequences, if any, of telecommuting, and for conforming to any local zoning regulations. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Each employee who is approved to telecommute will be asked to sign a written telecommuting agreement that specifies the location(s) from which the employee will telecommute and confirms work hours and compliance with this Policy.

Southwestern will not reimburse employees for expenses

- a. Telecommuting employees must adhere to all applicable security procedures to ensure confidentiality and security of data. They must use only secure wifi or hotspots, even at home.
- b. Employees must maintain all Southwestern data on a Southwesternprovided device. Southwestern data may not be transferred to personal equipment.
- c. An work computer will be used and maintained in compliance with Southwestern guidelines for uses of hardware and software, including virus-protection software, licensing provisions, system security, and passwords.

d. The employee will protect all confidential Southwestern documents from unauthorized access. Confidential documents should be secured and not left out (whether in hard copy or on a computer screen) for non-Southwestern employees to read or access.

Southwestern may unilaterally discontinue or adjust