




MEMORANDUM

TO: Vice Presidents, Center and Institute Directors, Deans and Chairs

FROM: Richard Muma, Interim President 

DATE: January 14, 2021

SUBJECT: REMOTE WORK - PROCESS FOR REVIEW AND APPROVAL

The sudden onset of COVID-19 forced the University to quickly move a large part of our workforce remote. Given the uncertainty that the pandemic currently presents, we must continue to encourage and/or require (if applicable) remote work for staff. This prioritization of the health and safety of workforce must be balanced with continued timely delivery of services to our students and greater University community. Each supervisor is currently empowered to determine the appropriate staffing model for their department as they deem appropriate and approved by their Vice President.

Remote work arrangements raise unique administrative and legal issues. These issues include, but are not limited to, payroll taxes, unemployment and workers compensation benefits, work authorization restrictions, discrimination and retaliation laws, access to and security of University information technology systems, individual and University privacy and security, fulfillment of University grant and contractual obligations, and proper oversight. Accordingly, the University must proactively provide guidance on responsibilities, limitations, and expectations of employees who are working remotely. We must also identify all existing remote work situations and mitigate any administrative, legal, or compliance concerns.

All proposed remote work arrangements outside of the state of Kansas and/or those located in Kansas but intended to last more than thirty consecutive days must be reviewed by Human Resources and the Office of General Counsel prior to any offer of employment (for new employees) and/or granting permission to work remotely (for existing employees). These offices will review each proposed remote work situation and conduct a risk analysis. If necessary, approval may be required by the appropriate Vice President. **NOTE:** all arrangements for an employee to work outside the United States **must** be reviewed by Human Resources and the Office of General Counsel and approved by appropriate Vice President. Due to heightened security risks and complexity of labor and immigration laws, remote work outside of the United States will only be approved in extraordinary circumstances.

HR has published new guidance for remote work arrangements and established a dedicated web page [Remote Work Arrangement Guidance](#) to assist those who supervise staff who may currently be working remotely or who may wish to work remote in the future. The webpage contains remote work arrangement guidance as well as a remote work arrangement acknowledgement form to be utilized when appropriate.

NEXT STEPS FOR SUPERVISORS

Employees Currently Working Remotely In-State: Supervisors are required to ensure that ALL employees who have been working remotely at a location in Kansas for a period longer than 30 consecutive days complete a [Remote Work Arrangement Acknowledgement](#). The completed acknowledgement is to be sent to the assigned HR business partner no later than January 29, 2021.

Employees Currently Working Remotely Out-of-State: Supervisors are required to ensure that ALL employees who have been working remotely at any location outside of Kansas, including internationally, complete a [Remote Work Arrangement Acknowledgement](#). The completed acknowledgement is to be sent to the assigned HR business partner no later than January 29, 2021.

Employees Requesting or Needing Remote Work: Supervisors should follow the guidance posted on the HR website before authorizing remote work either (1) in Kansas for more than 30 consecutive days, or (2) outside of Kansas for any period of time.