College of Engineering, Computing and Applied Sciences:
Implementation of the University's In-State Remote Work Policy
Effective December 1, 2023

The College's implementation of the University's Hybrid Workplace Program will be effective December 1, 2023, in coordination with the University's In-State Remote Work Policy.
The goal of the in-state remote work policy is to provide flexibility for colleges, divisions, and departments to make decisions regarding remote work that are best for their individual business operations.

Hybrid remote work models combine the structure of a traditional office with the flexibility of remote working. In a hybrid work environment, employees have the option to work from home one or more days a week while coming into a physical office on the remaining workdays. Faculty will continue to follow the work schedule outlined in the *Clemson University Faculty Manual.* Below, please find the CECAS guidelines for implementing of the University's In-State Remote Work Policy.

1. Each department/unit will be required to document remote work, as required by the state of South Carolina and outlined in Clemson University's In-State Remote Work Policy.
2. All university level documentation, training, and approvals must be completed prior to an employee participating in remote work.
3. Each department/unit is responsible for making decisions regarding remote work that best fits their business operations.
4. Departments may choose to implement other flexible work arrangements in lieu of offering remote work such as compressed work weeks or offering flex time. Please see the university's flexible work arrangements website and the Workweek Policy.
5. Employees are welcome to continue working from their Clemson site locations full time.
6. Each unit will have a representative present on campus each day.
7. All employees must continue working on-site three days per week at minimum.
8. To help maintain workplace culture and ensure units can all be together at least one day a week, all employees will continue working at their Clemson worksite on a common day decided by the department/unit lead (unless an accommodation is in place, or an employee is on leave).
9. Schedules will vary across the departments, with supervisors having the discretion to set specific parameters. For example, a supervisor may need to limit the number, length, or selection of remote workdays for their team.
10. Employees participating in remote work may be asked to office/desk share.
11. Remote work agreements can be revoked at any time by the supervisor or the dean.

12. Employees participating in remote work may be expected to attend on-campus meetings and events as directed by the supervisor, even if those dates fall on a remote day for the employee.
13. Public and student facing offices must be staffed during regular offices hours. Staff in these offices are only eligible to work remotely if there is sufficient coverage to ensure a physical presence during normal business hours.
14. Supervisors will consider the hybrid or staggered schedules that work best for their teams, stakeholders, and job functions.
15. Supervisors and unit heads are responsible for ensuring that approved hybrid remote work schedules do not impact departmental/unit operations. It is recommended that employees and supervisors agree to a predictable and set schedule to allow for ease of use and continuity.

This program is a privilege and may be revoked at any time if performance and/or behavioral issues arise. This is not a permanent agreement for hybrid remote work. Not all situations, working styles, or positions are well suited for remote work.
To help ensure all assigned job functions can and will be effectively performed in a hybrid workplace model, supervisors will assess the following when making determinations about remote work:
1. Work performance and position-based responsibilities.
2. Past disciplinary actions (employees must be in good standing).
3. Performance while working remotely.
4. Time in position. Employees must work on-site for the first three months of employment prior to being eligible to participate in remote work.
5. Home Office will need to meet the expectations for full business operations. Please see Clemson University Remote Work Policy.
6. Essential personnel designation.

Approval Process:
1. Supervisors and employees should discuss this opportunity together and review the In-State Remote Work Policy.
2. If it's determined that both the employee and their position are well-suited for remote work, the employee will need to complete and sign all required documents and route for approval prior to participating in remote work.
3. The supervisor will review and if approved will submit the signed documents to the Chair or Division Head for approval.
4. Remote work requests for departments/units will need approval by the Dean's office.
5. Human Resources will have final approval on remote work agreements.
6. Training will be required for all participating employees and their supervisors.

HR Resources:
- Remote Work Guidebook
- Remote Work Readiness Assessment
- Considerations for Creating Expectations