

HOOP 228, Remote Work Policy: Checklist for Establishing Remote Work Agreement Appendix B

A supervisor should review the Agreement in [Appendix A](#) with the employee candidate for remote work to ensure the employee candidate understands and agrees to adhere to all of the obligations, including the requirements for accurate timekeeping, a secure workspace, and the relevant information security policies. In particular, a supervisor should review all of the following with a candidate for remote work **before approving the arrangement**:

- **Participation Criteria:** Review Section III.A of [HOOP 228](#).
- **Workspace, Ergonomics, Safety, and Security:** Review guidelines in [Appendix C](#), and any applicable policies including [Administrative Safeguards](#), [HOOP 206](#), [HOOP 175](#), and [HOOP 180](#).
- **Equipment:** Determine necessary equipment and other tools, considering any equipment or tools requested by an employee.
- **Work Hours:** Establish the regular work hours of the employee candidate for remote work.
- **No Tax Advice:** Specify that the university is not providing any information or advice on the tax implications of remote work.
- **Non-Immigrant Visa Holders:** Employees on sponsored non-immigrant visas must consult with the Office of International Affairs to ensure compliance with remote work regulations and to secure written approval before beginning remote work.
- **Minimum Criteria:** Supervisors should ensure that the employee meets each of the following criteria when establishing and monitoring remote work:
 - The employee has a demonstrated ability to work well with minimal supervision;
 - The employee has a deep understanding of the employee's duties and responsibilities;
 - The employee has demonstrated the ability to manage the employee's time;
 - The employee has a record of thoroughly and efficiently accomplishing the employee's duties; and
 - The employee is in a position that does not require the employee's day to day physical presence at the institution or in-person interaction with students, administration, or other employees.

Checklist for Managing Ongoing Remote Work Arrangement:

- Receive assurance that employees know and understand [HOOP 228](#);
- Take affirmative steps to prevent violations;
- Comply with the requirements of [HOOP 228](#), including the items listed above and required prior to approving the arrangement;

- Monitor and enforce accurate timekeeping and adherence to working time for non-exempt employees;
- Minimize and prohibit “working off the clock” by requiring, reviewing and approving prior approval requests for overtime by non-exempt employees, and by refraining from engaging non-exempt employees in work-related matters outside of scheduled work time; and
- Promptly report to the Safety, Health, Environment, and Risk Management Office (SHERM) at 713-500-8100, any claim, loss, irregularity, or injury arising from employee’s remote work.
- Ensure the Office of International Affairs is notified and approves any changes in remote work site for non-immigrant visa sponsored employees before a change in site is permitted.

Additional resources for managing remote employees are available on the Human Resources website at: <https://www.uth.edu/hr/resources/manager-resources/manager-toolkit/>.