

Physics and Astronomy Work at Home Policy (Occasional)

The Johns Hopkins University policy indicates that “approved alternate work locations will sustain or enhance the staff member's ability to do the job and will not present an undue inconvenience to the public and/or members of the university community” and “approval of a request for an alternate work location is at the sole discretion of the supervisor and departmental leadership”.

Applies to: Administrative staff

Work at home is a business arrangement and not a benefit or entitlement. Telecommuting may not adversely affect the delivery of customer service, employee productivity, or the progress of individual or team assignments and the decision to approve is based in part on the employee's past and present levels of performance.

The work-at-home arrangement may be withdrawn at any time, if in the supervisor's view; it is no longer in the best interest of the department or university to continue.

Occasional – this is normally agreed for short periods - usually a day or part day, where it benefits the individual and fulfills the needs of the department and university.

Basic parameters:

- Prior approval from the manager is required
- The intended tasks are able to be done at home
- Staff must remain in contact during the agreed upon hours while working from home and be noted as “available” on Microsoft Lync
- The employee must maintain the same or an improved level of productivity and work quality while telecommuting
- Telecommuting agreements do not change the conditions of employment or required compliance with policies e.g. confidentiality
- Telecommuters must be a regular fulltime employee who has successfully passed their introductory period and has a documented history of job performance that meets or exceeds their supervisor's expectations.

Measuring Productivity of Work at Home Projects

- Workday assignments are planned and disclosed (preferably in advance)
- Follow-up with supervisor to review at home productivity

Working at home can be granted for these types of situations:

- Unexpected illness of family member that requires you to stay home for the full day.

- Repair mechanic, Construction, etc. in home for long block of time. You need to be present at your home during those hours. Can be a half day or whole day.

Examples of time not appropriate for working from home:

- Employee is sick. Accrued sick time should be used.
- Appointments outside of the home.
 - If possible, appointments should be made outside of the regular business day.
 - For those instances when appointments are made during regular business hours:
 - Sick or vacation time should be used in appropriate increments.
 - If approved in advance, an hour or two can be excused out of the work day, instead of a ½ day of sick/vacation.
 - In either instance, this is not an appropriate time to work from home.

Please take time to familiarize yourself with the Vacation and Sick time policy at:
<http://hrnt.jhu.edu/pol-man/index.cfm?CFID=5761718&CFTOKEN=37423363>