

Remote Work - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to provide guidelines for remote work arrangements at AUIB. The policy supports flexibility and productivity while maintaining operational effectiveness and ensuring that all employee work standards align with university goals.

2.0 2.0 Scope

- 2.1 This policy applies to eligible AUIB staff and faculty seeking to work remotely.
- 2.2 Eligibility is determined based on job responsibilities, with a focus on roles that do not require in-person, student-facing interactions.

3.0 Definitions

- 3.1 Remote work - work arrangement allowing employees to perform their job duties from a location outside the AUIB campus.
- 3.2 Student-facing or employee-facing role - positions requiring regular, direct interaction with students and employees, which are essential for student support and campus engagement and, therefore, require on-campus presence.
- 3.3 Productivity assessment - evaluation of an employee's output, responsiveness, and goal achievement as a measure of work effectiveness in remote settings.

4.0 Policy

- 4.1 Remote work is a privilege, not an entitlement. It is permitted only for eligible employees whose job responsibilities can be effectively performed off-campus, without compromising productivity, communication, or university objectives.
- 4.2 All remote work requests must be formally approved in writing by the employee's line manager, department head/Dean, the relevant VP or Chief, and the President.
- 4.3 AUIB reserves the right to require any remote-working employee to return to campus if their productivity, communication, or other performance factors are negatively affected.
- 4.4 Employees in student-facing roles are required to maintain a campus presence to support student engagement and services and, therefore, are not eligible for remote work.
- 4.5 Remote work arrangements must include clearly defined deliverables and regular check-ins between the employee and their line manager.

5.0 Procedures

- 5.1 Employees requesting remote work must complete the Remote Work Agreement Form (Appendix A) and submit it to their line manager, who will then seek approvals from the department head, relevant VP/Chief, and President.

Submission and Approval Process

5.2 Employees must submit the completed Remote Work Agreement Form with a detailed description of their proposed deliverables, expected check-in frequency, and any necessary resources or support.

Productivity and Performance Monitoring

5.3 Line managers will review the performance of remote employees regularly to ensure that productivity and output meet university standards.

Return to Campus Requirement

5.4 Should an employee's remote work arrangement be deemed ineffective, the university reserves the right to terminate the arrangement and require the employee to return to campus within a reasonable period.

Related Policies and Documents

Employee Code of Conduct

Attendance and Leave Policies

Appendices

Appendix A: Remote Work Agreement Form

Appendix A - Remote Work Agreement Form

Employee Information

Name _____
Position _____
Department _____
Supervisor _____

Remote Work Details

Proposed Remote Work Start Date _____
End Date (if applicable) _____
Reason for Remote Work _____
Deliverables _____
Key Tasks and Goals _____
Check-in Frequency [e.g., weekly, bi-weekly] _____

Approval

Employee Signature	_____	Date: _____
Line Manager Signature	_____	Date: _____
Department Head/Dean Signature	_____	Date: _____
VP/Chief Signature	_____	Date: _____
President's Signature	_____	Date: _____