



Kutztown University Policy DIV-013

Hybrid/Remote Work Policy for Non-Faculty Employees

A. Purpose

Kutztown University (the “University”) is a highly collaborative workplace with a robust on-campus experience for students, faculty, staff, and administrators. While on-campus work is preferred, a Hybrid Work Arrangement or, very rarely, a Remote Work Arrangement may be beneficial to the University. A Hybrid or Remote Work Arrangement should be in furtherance of the University’s operational needs, as opposed to the employee’s convenience or benefit.

B. Scope

Any university employee may request participation in hybrid work. Position and employee eligibility will be assessed in accordance with the Guiding Principles (Section H).

C. Definition(s)

1. **Hybrid Work Arrangement** means working from an assigned campus work location for three (3) or four (4) days during the work week and from an Off-Site Location for the remaining workday (a “hybrid day”) on a regular basis or on an as-needed basis. While working from an Off-Site Location, employees are expected to work the same hours they were originally hired to work, perform their job responsibilities as they otherwise would at a campus work location, and be available via appropriate technology, including but not limited to phone, computer, email, messaging application, video conferencing, instant messaging, and/or text messaging.
2. **Remote Work Arrangement** means working from an Off-Site Location every day of the work week on a regular basis. Employees are expected to work the same hours they were originally hired to work, perform their job responsibilities as they otherwise would at a campus work location, and be available via appropriate technology, including but not limited to phone, computer, email, messaging application, video conferencing, instant messaging, and/or text messaging. An employee approved for a Remote Work Arrangement may also be required, at times, to attend meetings or work at a campus location as directed by a supervisor or as operationally necessary.
3. **Off-Site Location** means a location not on Kutztown University’s campus where an employee performs their job responsibilities as part of a Hybrid or Remote Work Arrangement. An Off-Site Location must be within a commutable distance – generally

less than two (2) hours – to Kutztown University’s campus and have a strong and reliable internet connection. The cost of telephone, printing, internet, and related services at an Off-Site Location are the sole responsibility of the employee.

4. **Office Coverage** is defined as having someone in the office or an alternate office being clearly designated and available for service to students and others during the University’s regular business hours. All offices are required to have Office Coverage during the University’s regular business hours.

D. Hybrid Work Arrangements

Supervisors who wish to have an employee participate in a Hybrid Work Arrangement must submit a **Request for Hybrid/Remote Work Arrangement** to the applicable Vice President. To be eligible for a Hybrid Work Arrangement, an employee must: (i) have completed an employment period of four weeks with the University; (ii) not have received a rating lower than meets expectations (satisfactory) on the evaluation period immediately prior to the request; (iii) reside within a reasonable commuting distance; and (iv) be in a position whose job duties and responsibilities are suitable for a Hybrid Work Arrangement.

The specific terms of a Hybrid/Remote Work Arrangement must be approved by the immediate supervisor, dean or director, and the applicable Vice President. Once an employee has been approved for a Hybrid Work Arrangement, the **Hybrid/Remote Work Statement of Agreement and Responsibility** must be signed by the supervisor and employee.

Failure to receive a “meets expectations”/satisfactory rating on an annual performance evaluation will result in the termination of an employee’s Hybrid Work Arrangement with two weeks of notice.

A Hybrid Work Arrangement does not change an employee’s terms and conditions of employment nor the required compliance with, and application of, University policies. Additionally, compensation and/or benefits do not change as a result of a Hybrid Work Arrangement.

This Policy does not apply to requests for, or management of, leaves of absence or workplace accommodation(s) under the American with Disabilities Act (“ADA”), Family and Medical Leave Act (“FMLA”), Pennsylvania Workers’ Compensation Act, or under any other applicable federal, state, or local law or regulation.

E. Remote Work Arrangements

Remote Work Arrangements will be granted only under extraordinary circumstances.

A supervisor wishing to have an unfilled position approved for a Remote Work Arrangement must make a recommendation to the applicable Vice President. If the Vice President agrees with the supervisor’s recommendation, the Vice President must submit a proposal for a fully Remote Work Arrangement to Cabinet for approval. Remote Work Arrangements will only be considered in extraordinary cases, such as those where qualified candidates for a vacant position cannot be found through an initial search process and the position’s job duties and responsibilities are suitable for a Remote Work Arrangement. All employees working pursuant to a Remote Work Arrangement must reside in within a reasonable commuting

distance and may be called to campus as needed with appropriate notice.

F. Termination of Hybrid or Remote Work Arrangements

A Hybrid Work Arrangement is not a benefit of employment, employee right, or guarantee. Either the employee, employee's supervisor, or applicable Vice President may end a Hybrid Work Arrangement at any time.

If the University determines that a Hybrid Work Arrangement is not in the best interest of the University for any reason, including but not limited to the employee's performance and productivity, the University reserves the right to terminate the Hybrid Work Arrangement at any time.

The University will provide the employee a minimum of two (2) week's written notice of the termination of a Hybrid Work Arrangement.

If the University modifies, suspends, or terminates this Policy, employees in a preexisting Remote Work Arrangement will be grandfathered.

G. Miscellaneous Provisions

1. In the event of an internet or power outage, or similar event that would prevent an employee from being able to work from an Off-Site Location, the employee must submit the appropriate leave or come to campus to complete the workday.
2. In the event of a University closure, delayed opening or modification of operations, due to inclement weather, employees working a hybrid day or pursuant to a Remote Work Arrangement will have their work period adjusted in the same manner as on-campus employees.
3. It is the responsibility of the employee's supervisor to notify Human Resources in advance prior to any permanent change in an employee's hybrid day. It is the responsibility of the employee to notify Human Resources in advance prior to any change in the location of their designated Off-Site Location.
4. An employee performing work at an Off-Site Location is covered by workers' compensation insurance during the course and scope of employment, during the approved work schedule, and at the designated Off-Site Location. Neither the University nor the Pennsylvania State System of Higher Education assumes any liability for injuries that occur outside of the designated Off-Site Location, outside of an employee's normal work schedule, and/or outside the course and scope of employment. The employee is responsible for immediately informing their supervisor and Human Resources of any work-related injury or illness. The University reserves the right to visit the designated Off-Site Location for claim investigation purposes, which will be conducted in accordance with any applicable work injury policies or procedures.
5. It is the responsibility of the employee working pursuant to a Hybrid or Remote Work Arrangement to protect all University-issued equipment, including but not limited to laptops and tablets, from theft, damage, and unauthorized use if any University-issued

equipment is utilized by the employee at an Off-Site Location.

6. An employee performing work at an Off-Site Location is required to ensure the confidentiality of University work products, including but not limited to documents, spreadsheets, presentations/trainings, employee and student data, and systems, including email. All University policies and procedures related to acceptable use and security continue to apply at the Off-Site Location.

H. Guiding Principles

1. General

A Hybrid or Remote Work Arrangement shall be guided by the following principles:

- a. All work arrangements must support the University's mission and vision and align with the operational and business needs of the University.
- b. The work arrangement sustains appropriate service levels, quality of work, and productivity.
- c. The arrangement will not affect the obligations, duties, and work relationships of the covered employees.
- d. Hybrid and Remote Work Arrangement approvals are made without favoritism or bias.
- e. Remote Work Arrangements are the exception and will be granted *only under extraordinary circumstances* where it is determined remote work is in the best interest of the University and approved by Cabinet.
- f. To participate in a Remote Work Arrangement, employees must reside within a commutable distance – generally less than 2 hours - from the campus. If the employee is required to come to campus for any reason, the employee is solely responsible for the cost of gas, milage, hotel accommodations, and other travel expenses.
- g. The work arrangement does not change an employee's terms and conditions of employment nor the required compliance with, and application of, University policies. Additionally, compensation and/or benefits do not change as a result of a Hybrid or Remote Work Arrangement.
- h. The work arrangement is not intended to permit employees to have time to work at other jobs or attend to other personal business, nor is it intended as a substitute for dependent care.

2. Position Eligibility

The supervisor, in consultation with the appropriate Vice President, is responsible for making the initial determination of whether a position or a group of positions is eligible for a Hybrid or Remote Work Arrangement based on the department's operational and business needs.

When evaluating whether the duties of a particular position may be performed hybrid/remote, the supervisor should consider factors including, but not limited to:

- The nature of the work and responsibilities to be performed;

- The needs of the department to advance its core mission and the needs of the department to fulfill its role in that mission: including frequency of meetings, department goals and projects, and space constraints;
- Other collaborating departments' needs and schedules;
- Whether or not daily face-to-face in-person interaction is required of the employee holding the position including on-campus appointments or meetings with students, constituents, or colleagues;
- Any necessary onsite employee supervision; and
- Identification of a backup to monitor the hybrid/remote worker in the supervisor's absence.

3. Employee Eligibility

If a position or a class of positions is determined to be eligible for a Hybrid Work Arrangement, the supervisor will additionally examine whether the specific employee is in standing that suggests an ability to complete their job functions from an Off-Site Location as outlined below (supervisor should assess employee work habits, employee attitude, and overall employee performance):

- Employee has completed a minimum 4-week on campus period;
- Employee has not received an annual performance evaluation below the level of meets expectations in the review period prior;
- Employee resides in a reasonable commutable distance;
- Employee is in a position whose job duties and responsibilities are suitable for a Hybrid Work Arrangement;
- Employee has a clear understanding of the position and expectations;
- Employee demonstrates an ability to work independently and does not require close supervision;
- Employee demonstrates the ability to work collaboratively with others;
- Employee demonstrates consistent ability to complete tasks and assignments in a timely and accurate manner;
- Employee demonstrates a high degree of workplace responsiveness; and
- Employee demonstrates good communication skills.

4. Employee Accountability and Responsibility

The University expects all covered employees to be available during the administrative hours of business (or the ordinary hours of business for the employee's specific unit) for the University. Presence may be maintained by using appropriate technology, including but not limited to phone, computer, email, messaging applications, video conferencing, and/or text messaging.

Regardless of Hybrid or Remote Work Arrangements, employees may be required to work from campus at any time at the sole discretion of their supervisor and/or applicable Vice President. If the employee is required to come to campus for any reason, the employee is solely responsible for the cost of gas, milage, hotel accommodations, and other travel expenses. Supervisors are expected to discuss such instances with the employee in advance

whenever possible. Decisions regarding scheduling and attending meetings in person or virtually should be based on optimizing outcomes and not on personal preferences for hybrid or remote work.

The University will provide necessary equipment at its discretion for the employee's primary work location which in the case of hybrid work arrangement will continue to be the covered employee's on-campus work location. Laptops will be provided as the primary computer for approved employees. It will be the employee's responsibility to arrange for any additional equipment or services (printer, phone service, internet service, etc.) necessary to facilitate working from off-site location. There will be no reimbursement for printing, phone, internet service, or furniture for the off-site work location and all costs, whether relating to the initial set-up or the maintenance of an off-site work location, will be borne by the employee. An employee with a hybrid work arrangement understands that their campus-based workstation may be used by others on days when the hybrid employee is working off-site.

Covered employees must adhere to the established standards and protocols relating to information protection, security, and technology. Failure to adhere to the standards and protocols may result in revocation of the hybrid or remote work arrangement and may lead to disciplinary action. Participating employees are expected to report to their supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity and cooperate with reporting such incidents to law enforcement officials and/or insurance providers, as necessary.

H. Effective Date

Date: 1/12/26

I. Approved By

Cabinet: 1/9/26

J. Last Review

Date: 1/12/26