

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

Subject: Remote Work	Memo No.: 11-5 Total Pages: 4 Date: May 21, 2021
Approved by: Julia M. McCallin, Associate Vice President for Human Resources, Chief Human Resources Officer	

1. Policy

Caltech recognizes that remote work may improve productivity and job performance, as well as promote administrative efficiencies, reduce traffic congestion and transportation costs, support continuity of operations plans, and sustain the recruitment and retention of a highly qualified workforce by enhancing work/life balance.

Under appropriate circumstances and with prior management approval, Caltech may permit work arrangements that allow staff members to perform work at a remote work location other than their Caltech work site, such as their home, for all or a part of their workweek.

2. Definitions

Remote Work/Telecommuting

Remote work, sometimes referred to as telecommuting, is defined as performing Caltech work on a regular, full-time, part-time, temporary, or occasional basis at a location other than the employee's regular Caltech onsite work location.

Remote Employee

Remote employee is defined as a Caltech employee who is approved by Caltech to work from a location other than their Caltech onsite work location. This includes full-time and part-time employees. Also included are those employees who may work remotely for a temporary amount of time (more than four consecutive weeks) from a location other than the employee's Caltech onsite work location.

Alternate Work Location

Approved work locations, other than the employee's regular Caltech onsite work location, where Caltech business is performed. The most common alternate work location, which is subject to the approval described in this policy, is the home of the employee.

Flextime

Flextime offers flexibility in time of arrival, departure, and/or rest and meal periods. The flexibility in structuring the workday, however, is typically based upon there being a designated two or three hour onsite work window during which all staff members are present.

Remote Work Agreement

The document which outlines the terms and conditions of a remote work assignment. A Remote Work Agreement, sometimes referred to a telecommuting agreement, requires approval by department/division management and Human Resources.

3. General

Remote work may not be appropriate for all positions or in all situations and it is not an entitlement or a Caltech-wide benefit. If a staff member is approved to work remotely, it in no way changes the terms and conditions of employment.

Any remote working arrangement made will be evaluated on a nondiscriminatory basis. The first six months of the arrangement will be on a trial basis and may be discontinued at will and at any time at the request of either the employee or Caltech. Every effort should be made to provide 30 days notice of such change. There may be instances, however, when no notice is possible.

All Caltech Policies, Personnel Memoranda, and Administrative Guidelines are applicable while a staff member is working remotely.

The operational needs of the department/division and Caltech shall be considered and taken into account before a remote work arrangement is approved. An approved [Remote Work Agreement](#) is required when a staff member will be telecommuting for thirty days or more. [Remote Work Agreements](#) are typically approved for a renewable one-year period but may be for a shorter timeframe. Renewal of an agreement is not guaranteed.

Remote work may also be considered on a case-by-case basis as a reasonable accommodation for qualified employees with disabilities.

The location of the remote work assignment may affect the cost and availability of health and welfare benefits to the remote employee as well as compensation.

Depending on the location of the remote work site location, an employee also may be subject to different/additional state or local taxes. Any such tax implications related to the remote work location are the responsibility of the remote employee, who should seek the advice of a tax professional.

Remote work is not provided as a replacement for child or adult care.

4. Eligibility

The nature of an employee's position, how the work is performed, and whether any duties require the use of equipment or tools that cannot be replicated at a remote work site will be considered in determining the feasibility of a remote work arrangement. Other key considerations may include whether:

- There is a need for in-person interaction and coordination of work with other employees, external affiliates, customers, or vendors;
- The position requires the employee to have immediate access to equipment, documents, or information located only in the Caltech work location;
- The remote work arrangement will not impact the employee's ability to perform the responsibilities required by the position or Caltech operations, or increase the workload for other employees;
- The position can be structured to be performed independently of others with minimal need for support or supervision and requires little in-person interaction;
- Performance can be evaluated by quantitative or qualitative results orientated standards; and
- The location of the alternate work site is appropriate for performing the work.

Staff whose work cannot be performed away from their Caltech work location are not eligible to work remotely; however, managers may consider other flexible work arrangements in consultation with Employee and Organizational Development

5. Equipment

Caltech will provide the reasonable and necessary equipment (computer, webcam, headset, privacy screens, pens, and papers) to enable remote employees to perform their work. The employee may be responsible for other expenses.

The employee should obtain approval from their manager for other business-related expenses (e.g., shipping) that are reasonably incurred in carrying out their job. Approved expenses will be reimbursed by the employee's organization.

Remote employees are responsible for having a designated work area at the alternate work location. Costs related to required home adjustments/remodeling and the initial setup of designated workspace are the responsibility of the employee.

6. Hours of Work

Remote employees are expected to work their assigned payroll workweek hours. Overtime eligible employees are required to report their actual time worked, in and out times for meal periods, and/or absences accurately and completely for each day. Please refer to [PM 11-3, Employee Timekeeping, Meal, Rest, and Recovery/Cool Down Periods, Make-Up Time.](#)

7. Travel

If the employee requested to work remotely, the employee is responsible for all commuting expenses (automobile, plane, etc.) when required to travel to Campus.

8. Technical Support

If necessary, the supervisor will notify IMSS of technical support needs once the remote work arrangement has been approved by the appropriate individuals within the division/department and Employee & Organizational Development (EOD).

9. Security

Consistent with Caltech's expectations of information security for employees working on campus, remote employees will be expected to ensure the protection of proprietary Caltech information accessible from their alternate work location. Steps include the use of locked cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

10. Safety

Employees are expected to maintain their alternate work location in a safe manner, free from safety hazards. Accidents, injuries, or illnesses which occur while working remotely and in conjunction with the remote employee's regular work duties should be reported immediately to their supervisor and to the Leave and Disability Unit.

Caltech assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment.

In-person work-related meetings should not be hosted at an alternate work location. Any

exception to this guideline needs to be approved by the supervisor in consultation with EOD.

11. Exceptions

Any exception to this Personnel Memorandum requires the approval of the Associate Vice President/Chief Human Resources Officer or designee for campus employees, or the Director for Human Resources at JPL, or designee for JPL employees.

12. Related Policies/Personnel Memorandum

[PM 9, Employment](#)

[PM 11, Hours of Work, Workweek, Workday, Shifts, Overtime, Pay Premiums](#)

[PM 11-3, Employee Timekeeping, Meal, Rest, and Recovery/Cool Down Periods, Make-Up Time](#)

[PM 11-4, Alternative Workweek Schedules for Overtime Eligible Employees at Campus & JPL \(AWS\)](#)

[PM 15-2, Paid Time Off for Benefit Based Employees](#)

[PM 15-8, Paid Time Off for Non-Benefit Based Employees](#)