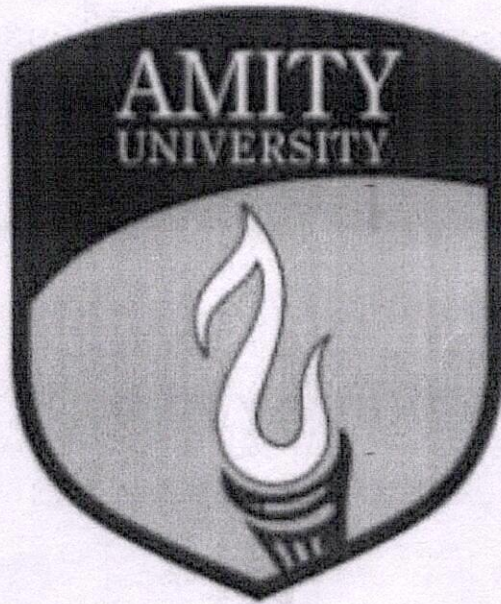


AMITY UNIVERSITY MADHYA PRADESH



**Remote Working and Telecommuting Policy
(Total 04 pages)**

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Date: 01 June, 2023

Policy Guideline on Remote Working and Telecommuting Policy

1. Introduction

We acknowledge the importance of flexibility in the modern workplace. Remote working and telecommuting have become a critical aspect of fostering a balanced work-life environment. By promoting telecommuting or remote working for employees as a matter of policy, we aim to support our employees in minimizing commuting time, reducing stress, and creating a more inclusive and productive workplace. This policy further outlines the guidelines, expectations, and eligibility for remote work within the university.

2. Policy Objectives

The primary objectives of the Remote Working and Telecommuting Policy include:

- Promoting a work environment that supports the health, well-being, and productivity of employees.
- Reducing unnecessary commuting and environmental impact. Allowing greater flexibility in working hours, enhancing work-life balance.
- Ensuring that remote working arrangements align with the university's goals and operational efficiency.

3. Eligibility and Scope

Remote working is not suitable for all roles, and eligibility will depend on the nature of the employee's responsibilities. The following criteria determine an employee's eligibility for telecommuting or remote working:

- Employees whose job duties can be performed effectively from home or another remote location.

- Employees who have demonstrated a strong performance record, including time management and reliability.
- Employees whose remote work arrangement does not negatively impact teamwork, communication, or service delivery.

4. Remote Work Arrangement

4.1 Work Schedule

Employees who are approved for remote work will need to agree on a work schedule with their supervisor. The schedule should align with the employee's regular working hours to maintain a consistent level of communication and availability.

4.2 Equipment and Resources

The university will provide necessary equipment and access to resources to support remote work arrangements. This includes access to virtual collaboration platforms, communication tools, and IT support. Employees must ensure they have a secure and reliable internet connection.

4.3 Performance Expectations

Employees working remotely must maintain the same level of productivity, communication, and accountability as they would in an on-campus environment. Regular check-ins, progress reports, and participation in virtual meetings are mandatory to ensure continuity of work and alignment with team goals.

4.4 Data Security and Confidentiality

Employees are responsible for maintaining the confidentiality of university data and ensuring the security of their devices. Remote workers must follow university guidelines on data protection and avoid using unsecured networks when accessing sensitive information.

4.5 Condensed Working Week Option

The university offers employees the option of a condensed working week, allowing them to work their full hours over fewer days. This option is subject to departmental approval and must not

interfere with operational needs or team coordination.

4.6 Health and Safety

While working remotely, employees are responsible for maintaining a safe and ergonomic workspace. The university will provide guidance on how to set up a home office to prevent injury and ensure comfort. Regular breaks and adherence to health guidelines are encouraged to promote well-being.

5. HOI Approval and Review Process

HOI are responsible for assessing each remote work request based on the nature of the role, the employee's performance, and the impact on team operations. HOI will monitor remote working arrangements and conduct regular reviews to ensure that objectives are being met. Employees who fail to meet performance standards may be required to return to on-campus work.

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