

HOOP 228, Remote Work Policy: Checklist for Establishing Remote Work Agreement Appendix B

A supervisor should review the Plan in [Appendix A](#) with the employee candidate for remote work to ensure the employee candidate understands and agrees to adhere to all of the obligations, including the requirements for accurate timekeeping, a secure workspace, and the relevant information security policies. In particular, a supervisor should review all of the following with a candidate for remote work **before approving the arrangement**:

- **Participation Criteria:** Review Section III.A of [HOOP 228](#).
- **Workspace, Ergonomics, Safety, and Security:** Review guidelines in [Appendix C](#), and any applicable policies including [Administrative Safeguards](#), [HOOP 206](#), [HOOP 175](#), and [HOOP 180](#).
- **Equipment:** Determine necessary equipment and other tools, considering any equipment or tools requested by an employee.
- **Work Hours:** Establish the regular work hours of the employee candidate for remote work.
- **No Tax Advice:** Specify that the university is not providing any information or advice on the tax implications of remote work.
- **Non-Immigrant Visa Holders:** Employees on sponsored non-immigrant visas must consult with the Office of International Affairs to ensure compliance with remote work regulations and to secure written approval before beginning remote work.

Checklist for Managing Ongoing Remote Work Arrangement:

- Receive assurance that employees know and understand [HOOP 228](#);
- Take affirmative steps to prevent violations;
- Comply with the requirements of [HOOP 228](#), including the items listed above and required prior to approving the arrangement;
- Monitor and enforce accurate timekeeping and adherence to working time for non-exempt employees;
- Minimize and prohibit “working off the clock” by requiring, reviewing and approving prior approval requests for overtime by non-exempt employees, and by refraining from engaging non-exempt employees in work-related matters outside of scheduled work time; and
- Promptly report to the Safety, Health, Environment, and Risk Management Office (SHERM) at 713-500-8100, any claim, loss, irregularity, or injury arising from employee’s remote work.
- Ensure the Office of International Affairs is notified and approves any changes in remote work site for non-immigrant visa sponsored employees before a change in site is permitted.

Additional resources for managing remote employees are available on the Human Resources website at: <https://www.uth.edu/hr/resources/manager-resources/manager-toolkit/>.