

**Santa Clara University**  
**Department of Human Resources**

Conditions Applicable to Full-Time Remote Work and Hybrid Work Schedule Arrangements.

The Full-time Remote Work and Hybrid Work Schedule arrangement options are provided at the request of the employee and when approved by the supervisor. The primary work location continues to be the University's main campus.

1. Employee Availability

- The employee agrees to be readily accessible by phone or electronically during the agreed-upon remote work schedule.
- The employee may be asked periodically to, and will be expected to, come to campus as needed based on business or operation needs or to support special projects, events, and/or other department needs and activities. In this case, supervisors will make their best efforts in providing as much notice as possible. When commuting to campus, the employee is responsible for travel expenses to campus, including but not limited to lodging, transportation costs, and/or applicable campus parking fees.

2. Workspace and Equipment

- The employee is responsible for designating and maintaining a remote work workplace that allows for appropriate confidentiality, is free from distractions and recognized hazards, and complies with all occupational safety and health standards, rules, and regulations.
- The University may provide at its discretion and based on funding work equipment for the employee to use while working from home. The University shall be responsible for the repair and maintenance of University-owned equipment in accordance with established procedures. The employee agrees to use all equipment for University business only and for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner, and to return it promptly to the University at the conclusion of their flexible work assignment or employment.
- All University property used in performance of University business shall be located within the workspace designated by the employee and may be used only by authorized employees for intended University purposes. The employee is responsible for insuring University provided equipment under his or her homeowner's or renter's insurance policy.

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- The employee shall ensure they protect sensitive SCU information and information technology, such as computers, hard drives, and removable media while remote work is being performed and when traveling between SCU and the alternate work location and avoid leaving the equipment or documents unattended. The employee must follow the University's Information Technology and Information security policies and protocols as established by and updated by the University's Information Services Department.

**3. Reporting**

- Non-exempt (hourly) employees are responsible for proper reporting of hours worked and time off per University policy and practice. They are also responsible for taking the mandated breaks and meal periods. Exempt employees are responsible for proper reporting of time off per University policy and practice.
- The employee must report all related work injuries that occurred onsite or at the remote work location to their supervisor. Work injury reports must be made no later than 24 hours after an injury.