



Effective: January 1, 2023
Last Revised: November 11, 2022

Responsible University Administrators:
Senior Vice President and CFO

Responsible University Office:
Human Resources

Contact:
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HR-03: Alternative Worksite Policy

Scope

This policy sets forth the guidelines for alternative worksite arrangements and is intended to provide their business needs through optimal staffing and operational decisions.

Applicability

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and can be denied. Employees approved to work in a non-comparable state may be discretion.

6. Final approval of an out-of-state work arrangement must be obtained by the sources, and the cognizant chief business officer (Vice Chancellor for Business and Finance for campus employees or Senior Vice President/CFO for system employees).
7. Locations outside of the United States are complex and involve increased costs and legal risk to the University due to employment laws, taxation, cybersecurity risks, and other compliance requirements in foreign countries. An alternative worksite outside the United States requires approval from the President.

Tax Considerations

Employees working in other states are responsible for understanding the tax consequences associated with remote work in another state. Responsibility for understanding international, federal, state, and local government laws and tax implications is the sole responsibility of the

withholding. Therefore, if an employee is working out-of-state for their convenience and not the sole convenience of the University, the employee will be responsible for state income tax withholding in both the state of residence as well as in Nebraska. If the employee lives in a state that does not have state income tax, the employee is still responsible for withholding in Nebraska. This policy is not intended to provide, and should not be relied on for tax, legal, or accounting advice.

Travel to Campus

Employees working off-campus may still be required to occasionally attend on-campus meetings or events. The University will not reimburse mileage or compensate for travel time for employees to attend such on-campus meetings and events.

Continuation of Basic Terms and Conditions of Employment

1. **Accountability.** Employees working from an alternative worksite are expected to perform the same job duties and produce the same quantity and quality of work expected from them if they were working at their regular, on-campus worksite. To ensure that this is occurring, employees working from an alternative worksite may be required to regularly submit written reports to their supervisors detailing their work performance. Employees working from an alternative worksite also may be required to work on-campus or attend meetings in-person or by videoconferencing, as determined by their supervisor.

3. **Compensation.** Employees working from an alternative worksite will continue to be compensated in the same manner and at the same rate as if they were working at their regular, on-campus worksite. Non-exempt employees working from an alternative worksite must record the actual number of hours that they spend working. Employees must not engage in overtime work without prior written approval from their supervisor. On those occasions that non-exempt employees report to their regular, on-campus worksite, they will not be compensated for the time they spend traveling to the on-campus worksite from their alternative worksite.
4. **Professionalism.** Employees working from an alternative worksite are expected to conduct themselves in the same manner and with the same degree of professionalism expected of them if they were working at their regular, on-campus worksite. Employees working from an alternative worksite are expected to adhere to all applicable University policies including, without limitation, those relating to standards of conduct, IT/data security, sexual harassment or misconduct, and discrimination. All University data security policies must also be adhered to.

Equipment and Supplies

1. **Alternative Worksite Furnishings, Maintenance, and Telephone Service.** Employees working from an alternative worksite are responsible for providing a suitable work area that will allow them to work remotely, including the ability to interact with other University employees by telephone, email, and videoconferencing, as applicable. The costs associated with establishing and maintaining such a work area shall be the sole responsibility of the employee.

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Miscellaneous

Questions regarding alternative worksite arrangements should be directed to Human Resources. If an alternative worksite arrangement is established as part of a reasonable accommodation plan under the Americans with Disabilities Act (ADA), as amended, it may be necessary and permissible for the provisions of the accommodation plan to deviate from the general guidelines contained within this policy.

History

September 18, 202002