

Telework

Telework provides designated **Hardin-Simmons University** (“University”) faculty and staff with the opportunity to perform their work at home, on the road, or in a satellite location other than on campus for all or part of their workweek. The primary intent of Telework is to support the mission of the University in an alternative work setting. Telework must not be used as an alternative to, or in lieu of, dependent care. Telework is not an entitlement, it is not a University-wide benefit, and it in no way changes the terms and conditions of employment with Hardin-Simmons University.

Reason for the Telework Guidelines

Due to COVID-19, many HSU Faculty and Full-Time Staff are encouraged to work from home, if possible. However, approval must be obtained by the area Vice President as not all positions are eligible to work remotely.

Staff who are not eligible to work from home are approved to use paid leave (Sick and Vacation) in order to avoid lost wages due to COVID-19. Anyone who has concerns about the amount of paid leave available should contact Human Resources.

Individuals/Entities Affected by this Policy: HSU Full Time Faculty, Staff, and Adjuncts.

Exclusions: Part-Time/Temporary Positions and Student Workers

All HSU employees are expected to read and adhere to the policies in the HSU Personnel Handbook, which apply to everyone whether working on campus or remotely. Please review the entire document if you have not already and contact HR (by email only) if you have any questions.

The Personnel Handbook is located on HSU Central (see link below):

<https://central.hsutx.edu/employeeresources/hr/Documents/Handbooks%20and%20Manuals/2020%20Personnel%20Handbook%20REVISED%20FEBRUARY%207,%202020.pdf>

Employees eligible for sick leave must follow normal protocol, including submitting sick leave and doctors notes to HR for FMLA and/or Short-Term Disability approval purposes, if applicable.

As a reminder, any employee expecting to need sick leave for more than 3 days, or who have taken a third day of sick leave, must notify Tera Gibson, Director of Human Resources, so that FMLA medical certification can be sent for completion by your medical provider.

If you have any questions about the HSU Telework Guidelines or anything related to absences caused by COVID-19 issues, please contact Tera Gibson, Director of Human Resources at tera.gibson@hsutx.edu.