In general, it is expected that employees will perform their duties on campus, as scheduled. This practice ensures the protection of data, provides access to resources, supports effective customer service delivery and promotes employee engagement.

There may be certain circumstances which warrant an employee working from home on a limited basis due to University necessity or for medical reasons. Such cases require the approval from the employee’s department/division head. Exceptions will depend on the nature and scope of employees’ responsibilities as defined on their job descriptions. Medical exceptions also require approval from the Office of Human Resources and Equal Opportunity.

Extended or long-term scheduling of work from home is not permissible.

This guideline applies to employees with defined work schedules.