THE
UNIVERSITY
OF RHODE ISLAND

PROCEDURES for the Policy on Remote Work

Policy Effective Date: March 18, 2026

Procedures Updated: May 29, 2026

Policy # 02.116.3

Introduction

These procedures explain *how* employees request, initiate, renew, or end a Remote Work arrangement. They support the *Policy on Remote Work* (02.116.3) and apply to all non-faculty employees of the University of Rhode Island.

Key Principles

- Remote Work is not an entitlement and depends on job responsibilities and unit needs.
- Arrangements may be short term (≤ 30 days) or long term (> 30 days).
- Employees and managers must follow the approval steps listed below.
- All Remote Work must comply with IT security, workplace conduct, and availability expectations described in the Remote Work Policy.

Procedure to Request Remote Work

Step 1 — Employee reviews eligibility

Before requesting Remote Work, the employee ensures:

- Their job duties can be performed remotely;
- They can maintain normal work hours, productivity, and responsiveness;
- They have a suitable remote workspace.

(Employees in their first 3 months are generally not eligible unless otherwise approved.)

Step 2 — Employee discusses request with supervisor

The employee has a brief conversation with their supervisor about:

- Proposed schedule (days/times)
- Duration (short term or long term)
- Work location
- Technology and equipment needs

Step 3 — Supervisor and Unit Manager* review

The supervisor and Unit Manager evaluate the request based on:

- Unit operational needs
- Employee's performance and independence
- Student- or public-facing requirements
- Space, equipment, or collaboration considerations

If the request is short-term (≤30 days):

→ The Unit Manager may approve or deny the request.

If the request is long-term (>30 days):

→ Move to Step 4.

* Unit Manager: For the purposes of this policy, an Academic Dean in any of the colleges, or if outside of the colleges, a direct report to a direct report of the President.

Step 4 — Complete the Remote Work Agreement (long-term only)

The employee completes the Remote Work Agreement and includes:

- Remote location
- Duration
- Schedule
- Equipment to be used
- Any use of personal devices
- Any special conditions

Supervisor and Unit Manager sign the form.

Step 5 — Required approvals for long-term remote work

1. Unit Manager approval
2. Supervisor approval
3. Office of Human Resources
4. If outside Rhode Island:

a. Review by HR Business Partner (HRBP)
b. Approval by Vice President for Administration & Finance
c. Additional compliance review if needed (tax, payroll, legal)
d. International or U.S. territory locations require special approval through the Office of Global Initiatives or Research Office.

Step 6 — Submit to HR

Once fully approved, the Agreement is sent to the Office of Human Resources via email to urihr@etal.uri.edu.

Equipment and Technology Expectations

- Employees must use University owned equipment unless otherwise approved.
- VPN is required for accessing any URI system.
- Personal devices must meet IT Endpoint Protection standards.
- Employees must pay for their own internet service unless stated otherwise in an offer letter or contract.

Working Remotely: Expectations

Employees must:

- Work normal business hours unless otherwise approved;
- Be reachable by phone/email/Teams during scheduled hours;
- Maintain productivity, confidentiality, and professionalism;
- Use accrued leave if unable to work during scheduled remote time;
- Attend in-person meetings, trainings, or events when required (employee covers travel costs unless specified otherwise).

No University business may be conducted in a private residence with outside guests present.

Renewing or Updating a Remote Work Arrangement

Step 1 — Annual informal review

The employee and Unit Manager meet once per year to confirm:

- Schedule
- Work location
- Technology setup
- Performance

Step 2 — Automatic renewal if no changes

If nothing changes:
→ The agreement automatically renews for one year.

Step 3 — Submit updates if needed

If any details change (location, schedule, equipment):
→ A new Remote Work Agreement must be submitted to HR.
Out-of-state arrangements require Administration & Finance approval for renewals as well.

Ending a Remote Work Arrangement

Voluntary

Employee or supervisor may request to end a short term or long term arrangement at any time.

Manager directed

A Unit Manager may revoke Remote Work with four weeks' notice if:

- Operational needs change;
- Employee performance declines;
- Employee violates the Remote Work Policy or Agreement.

Emergency or misconduct situations may require immediate termination of the arrangement.

Questions

Employees should contact Human Resources at **urihr@etal.uri.edu** with questions about approvals, eligibility, technology requirements, or international work restrictions.

Appendix:

Appendix A: Remote Work Agreement form

Appendix B: Manager Remote Work Decision Checklist