



The American University of Kurdistan Policy of Remote Working

Policy Number: HR016
Effective Date: May 28, 2023

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to outline when and how employees can work remotely. It also explains who is allowed to work remotely, the recommended practices to follow, and the legal implications. Additionally, we aim to establish mechanisms to ensure that working from home benefits both employees and the University.
- c. **Scope:** This policy applies to AUK employees

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

III. POLICY STATEMENT

1. Remote working is a temporary agreement between AUK employees and their supervisors to work from a non-office location. Eligible employees are categorized below:
 - Employees whose job duties are predominantly computer-based and/or field-based;
 - Employees who are not obliged to come in direct contact with students and/or other visitors/vendors/contractors; and
 - Faculty who deliver courses that are not labs, studios, simulations, or practical.

Note: Remote working is not a holiday, therefore all employees except those identified in clause (B, No.6) must work eight (8) hour days.

2. Reasons that could demand telecommuting include but are not limited to:
 - **Bad Weather:** In the event of inclement weather, the University reserves the right to close the Campus. Should this occur, employees should work online and complete the eight hours working a day.
 - **Events:** AUK regularly hosts high-profile events; employees who are not directly participating in some capacity during these events, may be required to work off-campus.
 - **Medical Reasons:** Employees who have visited a doctor and are advised not to go to the workplace must submit medical documentation of the temporary or prolonged medical circumstances that impair their ability to come to the workplace and/or work. Employees who had direct contact with an infected person (e.g. COVID), but show no symptom of the disease may also be required to work off-campus until being cleared by a medical professional, or as in the case of COVID, receiving a negative PCR test.
 - **Unpaid leave:** Employees may be required to work online when on unpaid leave, shall this occurs, employees will be compensated for the hours they work. For this purpose, employees should record their working hours using the template attached to this policy.
 - **Other reasons** may be considered subject to the approval of the supervisor, respective Vice-President, and/or institutional leadership
 - Employees in the following positions do not have job profiles that allow to work from home under clause **(B, No 1,2,3)**.
 - Cleaners
 - Technicians
 - Gardeners
 - Tea/coffee servers

3. Working Hours During Ramadan:

AUK working hours during Ramadan are as follows (as per 2022 guidelines):

- On-Campus working hours: 9:00 AM to 2:00 PM.
- Off-Campus working hours: 3:00 PM to 5:00 PM.
- AUK Campus will remain open to all employees whose job duties require a physical presence on Campus.
- Classes will be held as scheduled, with the exception of classes scheduled between 4:00 p.m. and 7:00 p.m.; these may be rescheduled by Academic Affairs; students and faculty will be notified accordingly.

IV. POLICY PRINCIPLE

- Generally, the duration for approved remote working shall not exceed one week. The Supervisor, Director, and respective VP must approve of longer periods in the case of administrative staff. The Department Chair, Dean, and Provost must approve of longer periods in the case of Faculty.
- In the event of remote working under any circumstances, regardless of the duration and the reason of the remote working, employees should work no less than eight (8) hours per day which makes it forty (40) hours per week.
- When the University announces an Off-Campus Working Day, any leave request received for that day shall remain valid.

VI. POLICY PROCEDURES

When employees plan to work from home, this procedure must be followed:

- Employees file a request through email at least *24 hours* in advance of the workday under discussion. Employees who need to work from home for unforeseen reasons (e.g. illness) should file their request as soon as possible, so supervisors/director/VP can review and approve.
- Supervisors must approve the request considering all points outlined in Section V.
- If the approved work from home will last more than one week, then the Supervisor, Director, and VP should meet to outline expectations regarding work goals, timelines, and deadlines. The VP has the ultimate authority to approve working from home.
- The HR department should be notified [one day] in advance of the start of the telecommuting arrangement.
- If the employee is not back to campus on the agreed date, this will be considered as an unapproved and unpaid leave and will be deducted from their leave balance.
- If the employee does not notify the supervisor/director/VP during the following 24 hours, then this will be considered as an unapproved absence, and AUK will take action as stated in the Leave Policy No **[IV-h]**

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023