



Remote Work

1. Policy Statement

This policy defines Valdosta State University's (VSU) internal standards for Remote Work – distinct from the University System of Georgia's (USG) Teleworking and Flextime Policy.¹ Remote Work, as defined here, refers to full-time, offsite employment arrangements that are limited to certain roles explicitly approved and designated by VSU. This also refers to part time faculty roles. This policy supports the institution's standalone Telework Policy by establishing a separate framework for roles that do not maintain an on-campus presence. Remote work is not an entitlement but a strategic decision made in the best interest of the institution.

Remote work is a VSU-specific initiative and is not defined or mandated by USG. As such, this arrangement:

- i. Only applies to positions formally designated and approved through the Remote Eligibility Process.
- ii. Requires full alignment with institutional business needs, technology standards, and service obligations.
- iii. Must be reviewed with Human Resources if the business need changes/evolves.

Connection to VSU Telework Policy

VSU's Telework Policy governs flexible, hybrid work arrangements for employees who typically work on-campus and telework only a portion of the time. It also outlines the eligibility process, which must be used when seeking a Telework Arrangement of no more than two (2) days per week. Refer to the [Telework Policy](#) for more information.

2. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- | | | |
|---|--|---|
| ☐ Alumni | ☐ Graduate Students | ☐ Undergraduate Students |
| ☒ Staff | ☒ Faculty | ☐ Student Employees |
| ☐ Visitors | ☐ Vendors/Contractors | ☐ Other: _____ |

3. Definitions and Acronyms

- a. Remote work, also known as “work from anywhere,” is a flexible way of working which allows employees to work from any remote location (inside or outside of the state), if they meet the remote eligibility requirements. Remote work is a broader arrangement where the employee works 100% offsite, often permanently, with no expectation of reporting physically to campus.
- b. Telework allows employees to carry out their duties and responsibilities from an offsite or satellite location other than their office or official workplace, but typically within the state or within a reasonable commuting distance. Telework requires a formal written agreement in which telework period and responsibilities are listed. Employees are required to report onsite regularly.

¹ https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Teleworking.Flextime_Policy_Employment_.pdf
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<http://www.valdosta.edu/policies/>



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- c. Remote-eligible position is a role that has been designated and posted by VSU as suitable for full-time, off-site work due to the nature of its' responsibilities and based solely on business needs.
- d. Business need is determined by a combination of these factors: operational continuity and emergency preparedness, space optimization and cost efficiency, talent recruitment and retention, service coverage and flexibility, mission fulfillment and equity, and support for remote and online learning programs.

4. Position Eligibility and Employee Expectations

Position Eligibility:

Remote work is not suitable for all positions, and is not entitlement, but rather a strategic decision made in the best interest of the institution. A position's eligibility is based on the nature of the work – not the preferences of the employee – and must be approved through VSU's Remote Eligibility Process. To determine whether a position is appropriate for remote designation, supervisors and department heads must identify the business need using the following criteria:

- Work Hours/Time Zones
- On-Campus Duties
- Access to Equipment/Materials
- Team Collaboration
- Partnerships/External Engagement
- Availability
- Compliance/Security
- Performance Oversight
- Hiring/Talent Constraints

Human Resources will determine if the position is eligible for Remote Work. All assessments must be documented with Human Resources. Final determinations will be made in coordination with the appropriate cabinet-level Unit Head and the Chief Human Resources Officer (or designee).

Employee Expectations:

Remote Work is not a right or entitlement and is only available to employees in positions formally designated as remote-eligible.

Remote Work Environment Requirements

- i. Maintain a dedicated, distraction-free, and hazard-free workspace that supports full productivity.
- ii. Ensure the remote work location is private and secure enough to safeguard institutional data and uphold confidentiality.
- iii. Maintain reliable internet access capable of supporting video conferencing, secure system access, and cloud-based collaboration tools.
- iv. Use VSU-issued technology, understanding that all work performed (even on personal devices) remains subject to the Georgia Open Records Act, regardless of device or location.

Professional Conduct and Availability

- i. Adhere to a consistent and pre-approved work schedule aligned with VSU business needs.



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- ii. Be fully available and responsive during scheduled work hours through phone, email, or other assigned platforms (e.g., Microsoft Teams).
- iii. Attend all virtual meetings as required. Employees must be “camera-ready” and professionally present for video conferences.
- iv. Participate fully in training, check-ins, and performance reviews.
- v. Proactively communicate with supervisors regarding availability, delays, or unexpected interruptions.
- vi. Refrain from using remote work hours for personal errands, caregiving, or outside employment unless these activities have been pre-approved.

Failure to meet any of the above expectations may result in the placement of a Performance Improvement Plan or disciplinary action up to and including termination of employment.

5. Process and Procedures

Remote Eligibility Review Process:

The eligibility review process includes the following steps:

Prior to Posting the Position:

- i. **Position Review:** The Supervisor or Department Head completes a position-based eligibility assessment using the questions listed above.
- ii. **Business Justification:** The Supervisor or Department Head submits a business case addressing the components listed in the business need definition at the top of this policy.
- iii. **HR Review:** HR will review and determine eligibility. The Remote Work arrangement must be approved by the Chief Human Resources Officer or designee.

Candidate Selection and Onboarding:

- i. **Tax and Legal Review:** In collaboration with Payroll and Legal, HR conducts a review of the selected candidate prior to the extension of a formal offer letter to ensure that all tax and legal requirements have been met.
- ii. **Workspace Certification:** Employee completes a remote workspace self-certification confirming the workspace meets all requirements. This will be included in the candidate’s offer letter.
- iii. **HR Review and Filing:** HR files the appropriate documentation as part of the employee’s personnel file.

Remote Work Agreement:

A Remote Work Agreement will be required and must be returned to Human Resources prior to the employee performing any work. Agreements are valid for the duration of the employee’s tenure or upon an employee’s transfer to another department or position or in the event that the Remote Work policy is revised. In those cases, a new agreement will be required. The agreement will accompany the employee’s offer letter.

The agreement will include:

- i. The pre-approved work schedule



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- ii. Position communication protocols (e.g., frequency, methods, platforms)
- iii. IT security checklist and data governance acknowledgement
- iv. Employee performance and availability expectations

Geographical Boundaries:

Remote Work is not permitted internationally. Unless additional justification is provided and pre-approved, employees must work in a state jurisdiction in which the University is already established for required state and federal tax withholdings. Human Resources will review and approve all Remote Work arrangements to ensure compliance with legal and tax requirements.

6. Georgia Open Records Act

Employees working remotely must understand and agree to the fact that all devices used to perform University work and data produced and consumed while working remotely are in scope for Georgia Open Records Act data requests in which the remote employee's data produced is called out in a request. This will include, per the specifics of the request, any devices used to perform work on behalf of VSU (e.g., VSU issued devices, personal computers, personal smart devices, personal phones, tablets, etc.).

7. References, Associated Policy(ies), and Supporting Documents

- [VSU Telework Policy](#)

8. Policy Attributes

<i>Responsible Office(s)</i>	Human Resources & Employee Organizational Development
<i>Approving Officer or Body</i>	University Council
<i>Date Approved</i>	10/16/2025
<i>Next Review Date</i>	10/16/2028