

Frequently Asked Questions Regarding Remote Work - Employees

1. When will we return to in-person operations?

By expanding on-site activity over the summer, the Institute intends to facilitate the transition of all units to in-person operations by **September 7, 2021**. At that time, we expect in-person operations to function at full capacity, albeit with an understanding that this will include increased flexibility in work arrangements and schedules, potentially involving a mix of on-site and remote work. All such arrangements will be subject to public health conditions at the time.

2. What should I expect as we return to in-person operations?

The return to work on-site will be gradual, methodical, and based on the implementation of applicable public health and safety protocols. Thus, some remote work for a significant portion of our population will continue.

3. I have been working remotely due to the pandemic and I am interested in establishing a continuing remote work arrangement after on-site operations resume. Where do I start?

You can initiate the conversation about establishing a continuing remote work arrangement with your manager.

Not all organizations at Caltech can support remote work and not all positions are suitable for it. Staff whose work cannot be performed away from their Caltech work location are not eligible to work remotely. In addition, operational needs and constraints may limit the ability to extend remote work to all employees who are eligible.

A thorough assessment of job duties and job suitability for remote work will be completed by the manager to determine what positions can work fully or partially remote. The ultimate decision to approve a remote work arrangement resides with your manager.

4. I am an overtime eligible employee (OTE). Am I eligible to work remotely?

Yes. Your manager will assess whether your job duties can be performed partially or fully remote.

5. When do I discuss remote work options with my manager?

You can share your interest in working remotely with your manager now. Your manager may also solicit your interest in remote work. Managers will determine if they can consider employee requests prior to finalizing and communicating a remote and/or return to on-site work plan.

6. When will my manager let me know if my request for continued remote work is approved?

There is no single deadline for managers to complete these plans. However, it is important to ensure a timely implementation of the remote work plan across departments and divisions no later than **September 7, 2021**.

7. My request to work remotely is approved, what happens next?

You and your manager will need to complete a [Remote Work Agreement](#) and determine when your six-month trial period will begin. If the remote work arrangement is approved to continue after the trial period, your remote work arrangement will be reviewed at least on an annual basis.

8. If my request for remote work is not approved, what happens next?

Your manager will meet with you to discuss when you are expected to resume your job responsibilities on-site. They will also confirm the appropriate transition plan for your work group to ensure a smooth transition as on-site operations resume.

9. I have been working remotely for more than a year so I can obviously do my job from home. Why can I not just continue?

While the pandemic required some staff to work remotely, as restrictions are lifting, Caltech is now considering the future of remote work and what positions need to return to on-site work to meet operational needs and efficiencies. Your manager will conduct a thorough assessment of job duties and job suitability for remote work to determine what positions can work fully or partially remote. The ultimate decision to approve a remote work arrangement resides with your manager.

10. What guidance will be provided to return to on-site work safely?

We will continue to follow Caltech protocols, which are based on guidelines provided by federal, state, and local agencies. These protocols are found on the [Caltech Together](#) resources and support webpage.

11. What measures have been taken to ensure I am safe while working on site?

The Institute has taken many steps to ensure the safety of employees. This includes, but is not limited to, increased cleaning and disinfecting, upgrades to the HVAC filtration system, evaluation of office layouts, the installation of Plexiglas dividers in high-traffic locations or where there is public interface, the implementation of a surveillance testing program, the creation of self-reporting and vaccination attestation portals, the development of protocols and other guidelines and policies specific to COVID-19, physical distancing, and the use of personal protective equipment (PPE). The Institute also organized and hosted several on-campus vaccination clinics for eligible members of the community this spring.

The *Guide for Working on Campus*, currently being updated, will also provide useful information to ensure a safe return to on-site work.

Your manager can speak to you about additional safety measures in your specific work area.

12. What if the remote work arrangement cannot be supported anymore?

A remote work arrangement may be discontinued at will and at any time at the request of either the employee or Caltech. The manager will need to approve when the remote

work arrangement ends. Every effort should be made to provide 30 days' notice of such change. There may be instances, however, when no notice is possible.

Note: If the remote work arrangement is related to an accommodation, contact the Disability and Leave Unit (DLAU) prior to making any changes to the arrangement.

13. What do I need to do if I am a remote employee but want to go on-site occasionally?

You and your manager will need to determine whether occasional on-site visits can be arranged. Due to physical distancing measures and workspace layout, on-site access may be limited to certain days for you and your workgroup. Any member of the Caltech community who reports on-site, even on an occasional or one-day-a-week basis, but **who has not submitted proof of vaccination** must continue to participate in surveillance testing.

14. Is out-of-state remote work an option?

There are various concerns that arise with out-of-state work arrangements, including payroll tax implications for both Caltech and the employee, access to health benefits, appropriate compensation, scheduling, travel to Caltech worksites, and eligibility to state programs and worker's compensation. For this reason, remote out-of-state work will continue to be very limited and must be discussed with Employee and Organizational Development (EOD) prior to any consideration.

15. What resources or tools are available to learn more about remote work at Caltech?

To learn more about remote work at Caltech visit the Caltech [Remote Work](#) web page. There you will find resources such as:

- [Remote Work PM 11-5](#)
- [Guide to Remote Work](#)
- [Remote Work – Employees' Role](#)
- [Remote Work – Speaking to Your Manager](#)
- [Remote Work Agreement](#)