



POLICY #53053

UNCLASSIFIED EMPLOYEES TELEWORK POLICY

Effective Date: January 13, 2026

Revised: March 10, 2026

Responsible Office: Office of Human Resources Management

Division: Administration & Business Affairs

I. PURPOSE

This policy establishes the conditions under which remote and hybrid work arrangements may be considered at Grambling State University. The University maintains an on-campus, student-centered operational model, and therefore remote or hybrid work options are limited, non-recurring, and based solely on institutional need.

II. APPLICABILITY

This policy applies to all full-time and part-time, unclassified employees of Grambling State University, including faculty, staff, and administrative personnel.

III. STATEMENT OF POLICY

A. Hybrid and Remote Work Arrangement Defined

1. A Hybrid Work Arrangement is a work arrangement in which a unclassified employee performs assigned job duties through a combination of on-site work at an approved University work location and remote work from an approved off-site location within the State of Louisiana, subject to operational needs and prior written approval by the appointing authority, the University President and Division Vice President.
2. Hybrid work arrangements are not an entitlement, are position-dependent, and may be approved only when consistent with the effective and efficient operation of the University and compliance with Louisiana Civil Service Rules, University of Louisiana System (ULS), applicable laws, and University policy.
3. The specific terms of a hybrid work arrangement, including the number of on-site days, remote work location, work schedule, and duration, must be documented in writing and may be modified, suspended, or revoked at any time by the University based on operational requirements, performance considerations, or compliance needs.
4. Approval of a hybrid work arrangement does not change the employee's job duties, work hours, compensation, benefits, leave accrual, FLSA status, or unclassified status, nor does it create a property right or guarantee of continued approval or employment.

B. Hybrid and Remote Work Availability

1. Permanent or recurring hybrid and remote work arrangements at the University are not broadly available and are considered only in very limited circumstances based on verified institutional need and with advance approval through ULS by following the University's

Prior Approval Human Resources Process in accordance with ULS's Policy Memorandums.

2. Any previously approved hybrid arrangements were granted prior to employment decisions and were based on documented operational necessity supported by data-driven measures and workforce analysis.
3. At this time, hybrid work is not an available option for positions that were not previously designated as hybrid-eligible.
4. Requests submitted after employment decisions have been accepted cannot be accommodated.
5. The University shall not approve new hybrid arrangements or modify previously accepted employment terms on the basis of hybrid or remote work requests.

C. Temporary Remote Work Under Limited Circumstances

1. Non-Recurring Situations - Temporary remote work may be authorized during the following non-recurring situations:
 - a. Emergencies (natural disasters, public health events, or conditions determined by University leadership);
 - b. Year-end close-out periods;
 - c. Other temporary circumstances as determined by the appointing authority, the University President or the appropriate Division Vice President;
2. Non-Recurring temporary remote work arrangements may be approved on a case-by-case basis and shall not be interpreted as establishing ongoing or permanent remote/hybrid eligibility.

D. Authority and Approval

Temporary remote work may be approved only by:

- a. The appointing authority, the University President, or
- b. The appropriate Division Vice President

Permanent or recurring arrangements are not permitted without prior approval through the University of Louisiana System, and such arrangements may only be considered when tied to demonstrated operational necessity in Section IV.

IV. PERMANENT JOB DUTY OR WORK LOCATION CHANGES

- A.** Advance approval before implementation is required by the University President, the Division Vice President and the University of Louisiana System prior to employment action or the routing of any prior approval forms.
- B.** No permanent changes may be implemented at the division or departmental level without this formal approval for any arrangement that results in a permanent change to:
 1. Job duties
 2. Primary work location
 3. Job description
 4. Employment terms

V. GEOGRAPHIC WORK LOCATION RESTRICTIONS

- A. Hybrid and remote work are authorized only within the State of Louisiana. Work performed outside Louisiana or outside the United States is not permitted unless expressly approved in advance in writing by the President of the University.
- B. Work performed outside the State of Louisiana or outside the United States is strictly prohibited, including temporary, intermittent, or incidental work, unless an exception is granted in writing by the University and approved through the appropriate administrative, legal, and payroll channels.
- C. Employees may not relocate, travel, or otherwise perform any portion of their job duties from an out-of-state or out-of-country location while working under a hybrid or remote work arrangement without prior written authorization. Unauthorized out-of-state or out-of-country work may result in revocation of remote or hybrid work privileges and may subject the employee to disciplinary action, up to and including termination.
- D. This restriction is necessary to ensure compliance with state and federal tax laws, wage and hour requirements, workers' compensation coverage, export control regulations, data security obligations, and other legal and operational requirements

VI. OPERATIONAL EXPECTATIONS DURING APPROVED TEMPORARY REMOTE WORK

When temporary remote work is authorized:

A. Communication and Coordination

Division Vice Presidents will communicate division-specific plans, expectations, timelines, and coverage requirements directly with their teams.

B. Employee Responsibilities

Employees approved for temporary remote work:

- a. Must remain accessible during approved work hours via university-assigned email, phone, and other required communication tools.
- b. Must accurately complete the Remote and Hybrid Work Activity Log for each day of approved remote or hybrid work and submit the log to their immediate supervisor by the close of business on the last workday of each week in which remote or hybrid work is performed.
- c. Are responsible for ensuring timely submission of the activity log. Failure to complete or submit the required documentation by the end of the applicable workweek may result in the remote or hybrid work period being reclassified as accrued leave or leave without pay, as determined by the University.
- d. Must use accrued leave for any period during which the employee is not accessible or responsive by email, phone or other required communication methods during approved work hours.
- e. May work remotely on a rotating schedule, based on departmental need.
- f. Are encouraged to use this time for wellness, reflection, and professional development, where appropriate.

C. Supervisor Responsibilities

Supervisors are responsible for:

- a. Coordinating rotating in-office coverage to ensure continuity of essential university services.
- b. Monitoring productivity expectations and ensuring employee availability during work hours.

D. Essential Employees

Employees considered essential—such as those in GSUPD, Facilities, IT, and other identified critical units—are required to report to campus and follow established procedures and protocols. Supervisors will:

- a. Coordinate schedules to maintain 24/7 or mission-critical operations
- b. Identify opportunities to recognize and appreciate essential personnel for their service.

VII. PROFESSIONAL DEVELOPMENT EXPECTATIONS

Employees working remotely during approved temporary periods are also encouraged to engage in university-supported professional development and complete all mandatory trainings, including but not limited to:

- a. NEOED Learning Portal
- b. State of Louisiana LaGov training resources
- c. IBM Skills and other approved online learning platforms

VIII. WELLNESS AND REFLECTION EXPECTATIONS

Employees working remotely or in a hybrid capacity during approved periods are encouraged to support their overall well-being and professional effectiveness by engaging in wellness and reflection activities. University-supported resources and learning tools may be utilized for this purpose, including, but not limited to:

- a. Participation in university-sponsored wellness initiatives, employee assistance programs, or other institutionally approved wellness resources;
- b. Use of available training and learning portals, such as the NEOED Learning Portal, State of Louisiana LaGov training resources, or other approved platforms, to access courses related to wellness, resilience, stress management, work-life balance, and personal development;
- c. Engagement in reflective practices that promote continuous improvement, including assessment of work habits, goal alignment, and professional growth;
- d. Responsible use of flexible work arrangements in a manner that supports accountability, availability, performance expectations, and the operational needs of the University.

Remote and hybrid work arrangements are intended to promote employee well-being while ensuring the continued fulfillment of instructional, research, service, and administrative responsibilities.

IX. COMPLIANCE AND NON-NEGOTIABILITY

Remote and hybrid work decisions are not subject to appeal unless procedural requirements were not followed which must be submitted to the Vice President of Administration & Business Affairs. Decisions based on institutional need, operational necessity, and prior employment commitments remain final.

X. ACCREDITATION

GSU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

XI. REVISION/REVIEWED

March 10, 2026 - Revision

**APPENDIX A – TEMPLATE UNCLASSIFIED TELEWORK /
HYBRID AND REMOTE WORK ACTIVITY LOG**

APPENDIX A – TEMPLATE UNCLASSIFIED TELEWORK ACTIVITY LOG

Hybrid and Remote Work Activity Log				
Employee Name:		Job Title:		
Division/Dept.		Supervisor:		
Week Beginning:		Week Ending:		
Date	Activity / Task Description / Project or Initiative / Meetings & Collaboration	Duration / Time	Outcome / Status	Note / Issues
Employee Certification:				
Employee Signature:		Date:		