



INTERNATIONAL EUROPEAN UNIVERSITY

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Rector's Order
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REMOTE WORK POLICY FOR STAFF

Chairman of the Academic Council of the
International European University



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PREAMBLE

This Remote Work Policy establishes guidelines for employees of the International European University who work remotely. The policy is designed to ensure productivity, maintain effective communication, and support a healthy work-life balance while meeting the university's operational needs.

This policy applies to all employees who meet the requirements for remote work because of some unexpected events (for example, war, pandemic, etc.). Eligibility may depend on job role, performance, and the nature of the tasks involved.

The rector signs the order for the work format. Otherwise, the employees must request approval from their department head to work remotely. Approval depends on the feasibility of performing tasks remotely and the impact on team dynamics.

This Remote Work Policy is intended to support IEU's staff in maintaining productivity and collaboration while working remotely, fostering a balanced and efficient work environment.

Remote Work Expectations

- Employees must be available during regular business hours (9:00 – 18:00, lunchtime 13:00 – 14:00) and should ensure that their availability aligns with their team's schedule.
- Staff must stay in touch with their supervisor and colleagues through agreed-upon communication tools (e.g., email, chat, video conferencing). They are expected to respond to communications promptly within working hours.
- Employees must ensure a distraction-free environment and complete assigned tasks within deadlines.
- Supervisors may require weekly or bi-weekly check-ins or status reports to monitor progress and address any challenges.

Home Office Setup and Equipment

- Employees are responsible for creating a workspace that meets productivity and security requirements, with a reliable internet connection and necessary office supplies.
- The university will provide essential IT equipment (e.g., laptop, necessary software) if needed. Technical support will be available remotely through the IT department.
- Employees are responsible for maintaining the confidentiality of university information by using university-approved software, secure connections (VPN

if needed), and maintaining device security protocols (e.g., passwords, lock screens).

Performance and Productivity Management

- Staff must regularly update the supervisors about the progress in designated project management tools and report any blockers to supervisors promptly.
- Supervisors will set clear objectives and expectations for remote work performance. Regular performance reviews will be conducted to assess outcomes and productivity.
- Supervisors may use check-in meetings or tracking tools to support productivity and provide necessary feedback or resources.

Communication and Collaboration Tools

- Staff should use approved platforms such as Microsoft Teams, Zoom, and email for communication. All team members should be familiar with these tools and ensure regular availability.
- Employees are expected to use university-approved platforms (e.g., Google Drive) for document sharing and storage to ensure security and accessibility.
- Remote employees should attend scheduled virtual meetings and participate actively, as they would in an in-office setting. Cameras is required during meetings, except in exceptional cases.

Health and Wellbeing Support

- Employees are encouraged to maintain a clear boundary between work and personal life, taking regular breaks, and setting specific working hours.
- Remote employees can access the university's health resources, including counseling and wellness programs, and the full-time psychologist to support their mental and physical health.
- Employees are encouraged to set up an ergonomic workstation. The university can provide guidelines or resources upon request.

Compliance and Data Security

- All remote work must comply with the university's data protection and confidentiality policies. Sensitive data must not be stored locally unless absolutely necessary and should be deleted after use.
- Remote employees must adhere to all university policies and procedures, including those related to IT usage, data privacy, and professional conduct.
- Any security incidents (e.g., data breaches, unauthorized access) must be reported to the IT department immediately.

Review and Policy Updates

- This policy will be reviewed periodically to ensure that it remains effective and up-to-date with operational needs and legal requirements.
- Any updates or modifications to the policy will be communicated to all employees. Compliance with updated policies will be mandatory for all remote staff.