Q1. If I am attending a conference out of state, or out of the country, and I will be conducting ISU business while attending, do I need to request remote work approval?

No. Remote work approval is not needed because your travel is considered university business. You are expected to complete your department’s travel request form to document this professional travel. You may attend the conference and conduct business/work as conventional and needed during the conference. As a reminder, all university-affiliated international travel must be registered with the Office of Risk Management and/or the Office of Study Abroad, well in advance of travel.

Q2. If I am doing intermittent work while on vacation out of the state, or out of the country, do I need to request remote work approval?

No. Remote work approval is not needed because you are taking time off (either through use of vacation time for a 12-month faculty member or during non-contract days for a 9-month faculty member).

Q3. I am a full-time tenured faculty member. I prefer to teach my classes and carry out other position responsibilities remotely from another location on a continuous basis. Do I need to request remote work approval?

Yes. And based on the rationale provided above, this request would not be approved based on the Provost Office guidelines. Faculty are not eligible to work remotely on a full-time basis. Furthermore, based on the information provided above there is no pedagogical rationale for teaching the courses online and no business rationale has been expressed for the remote work to demonstrate exceptional circumstances.

Q4. I am leading a study abroad program with students and am conducting university business while abroad. Do I need to request remote work approval?

No. Remote work approval is not needed since your travel is considered university business. This work is required by Iowa State University and is part of your position responsibilities. While this is not remote work, you still need to work with
your department and college to complete all necessary travel request form(s) as well as follow all compliance aspects of international travel. As a reminder, all university-affiliated international travel must be registered with the Office of Risk Management and/or the Office of Study Abroad, well in advance of travel.

Q5. I am conducting field work during the summer in another state. The work entails carrying out my research responsibilities on-site. Is a remote work request required?

No. Remote work approval is not required because you are conducting Iowa State University business. That work is required by Iowa State University and is part of your responsibilities.

Q6. I am traveling to conduct research in a library or archive in another country. Does this require approval of remote work?

No. Remote work approval is not required because you are conducting Iowa State University business. That work is required by Iowa State University and is part of your responsibilities. While this is not remote work, you would still need to work with your department and college to complete all necessary travel request form(s) as well as follow all compliance aspects of international travel. As a reminder, all university-affiliated international travel must be registered with the Office of Risk Management and/or the Office of Study Abroad, well in advance of travel.

Q7. I have requested and been approved for a Faculty Professional Development Assignment (FPDA) that will be out of state, or out of the country. Do I need to request remote work approval?

No. Remote work approval is not required because you are conducting Iowa State University business. That work is required by Iowa State University and is part of your responsibilities. FPDA is a university-approved program that may, by design, include time living or working outside of Ames. While this is not remote work, you still need to work with your department and college to complete all necessary travel request form(s) as well as follow all compliance aspects of international travel. As a reminder, all university-affiliated international travel must be registered with the Office of Risk Management and/or the Office of Study Abroad, well in advance of travel.

Q8. What options do I have if I am caring at home for a sick family member for a week?
Because this situation is short-term, it is not considered remote work, and approval to work remotely is not needed. Parents, families, and caregivers are encouraged to stay home when a family member is sick and/or consider alternative care options. You should work closely with your department chair or school director to explore options for time off, telecommuting, or a flexible work schedule. The use of emergency leave is also an option. Contact HR Delivery (hr_delivery@iastate.edu) for further information.

Q9. I have been diagnosed with an illness and need to remain home and rest for the next two weeks. I plan to do some of my teaching and research work from home during this time. Do I need to request remote work approval?

No, this situation is not considered remote work. You should use sick leave while recuperating at home. You should also work with your HR Delivery Team (hr_delivery@iastate.edu) to determine if FMLA should also be initiated for this process. If you feel well enough to carry out some position responsibilities, you may do so from home after first notifying and receiving approval from your department chair or school director.

Q10. I work permanently or for an extended period at a location established and operated by Iowa State University which is located out-of-state or out-of-country. Do I need to request approval for remote work?

No. Because Iowa State University has a legal business presence at that location and you are conducting work responsibilities, this situation is not considered remote work. As a reminder, all university-affiliated international travel must be registered with the Office of Risk Management and/or the Office of Study Abroad, well in advance of travel.

Q11. My department wants to hire someone who lives in another state to teach a specialized online class. The individual has unique expertise that is well-suited to teach this one course. Does the department need to request approval for remote work by this hire?

Yes. Formal approval by the Office of the Senior Vice President and Provost is required to hire this individual, even for just one course. The department can propose a business rationale for a remote work assignment based on the individual's specialized qualifications. The request can only be for a term appointment at less than 50% effort level. Approval from the Office of the Senior Vice President and Provost must be secured before a job offer is extended. To start this approval process, please reach out to your HR Delivery Team at hr_delivery@iastate.edu. The department will be responsible for all incremental compliance costs associated with the hire.
Questions about faculty remote work may be directed to Kaela Black, Faculty Personnel and Policy Director, Office of the Senior Vice President and Provost, at kblack@iastate.edu.

*Updated August 2022*