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1. Purpose and scope

The University of Iceland strives to accommodate employees' need for flexibility, thereby advancing the UI strategy for balancing work and family life, as well as environmental and transportation goals. As far as circumstances allow, employees shall have the opportunity to work outside the conventional workplace if their work can be completed remotely and the arrangement is considered beneficial for both the employee and the University.

These rules of procedure apply to all UI employees. Where an issue concerns only certain groups of employees this will be made clear. The term 'manager' is used in these rules of procedure to mean the person defined as the employee's immediate superior. In the case of academic staff, the faculty head is the manager in this context.

2. Responsibility

The director of the Division of Human Resources is responsible for ensuring that these rules of procedure are correct at any given time and managers are responsible for ensuring that they are followed.

3. Requirements for remote working

Physical attendance is required for many jobs and roles at UI and therefore it is not possible to work remotely in all cases. Furthermore, not all employees have access to the appropriate facilities for remote working. Remote working facilities must be suitable in terms of the job, equipment, health and safety, and quiet; see Article 7.5 below. It is therefore only possible to approve remote working if the employee has access to suitable facilities and a role that can be performed remotely. Remote working arrangements must always be evaluated and approved by the employee's manager.

4. Occasional remote working


Occasional remote working refers to situations in which employees who otherwise work on site ask to work remotely for part of the day or on specific days, e.g. to complete tasks that require particular quiet or for personal reasons. Occasional remote working arrangements must be approved by the employee's manager and depend on the circumstances in the workplace.

Employees who are working remotely must be contactable to the same extent that they would be on site, i.e. by telephone and email, during normal working hours as required for the role.

5. Agreement on regular remote working

Employees may ask to regularly work some of their hours remotely. Regular remote working should generally be for around 20–40% of weekly working hours. If such an arrangement is approved by the employee's manager, a written agreement should be made.

Employees who regularly work remotely must be contactable to the same extent that they otherwise would be. A manager may also require an employee to come on site if circumstances require it, e.g. for meetings, team work, courses, etc. A remote working agreement may be valid

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for a maximum of 12 months at a time and must be reviewed annually. Both parties may cancel the agreement with one month's notice.

6. Recording attendance when working remotely

Administrative and support staff must record their attendance every day using the time clock system (Vinnustund). A manager may request a report from a remote employee on the status and progress of projects.

Recording and notifying of illness is the same for employees working on site or remotely. If an employee has notified their manager that they or their child is sick, they are not expected to work remotely at the same time. **7. Work facilities for regular remote working**

The University of Iceland will provide the necessary IT equipment for employees with regular remote working agreements. All maintenance and repair of IT equipment shall be in consultation with the UI Division of Information Technology. The equipment is considered the property of UI and must be returned once the remote working agreement expires. UI will also pay for internet access. Employees are required to comply with the Division of Information Technology's guidelines for information security when working in UI systems outside the University network. The same rules apply to confidentiality and data security when working remotely as when working on site. When working remotely, employees must take particular care to ensure that unauthorised persons are not able to access confidential data and information.

In the case of an agreement for 40% regular remote working, employees will generally not have a regular work station in a UI building. The University will generally not provide furniture for remote working, e.g. desks and/or office chairs. If such equipment is provided due to exceptional circumstances, it is considered the property of UI and must be returned once the remote working agreement expires.

In accordance with the Act on Working Environment, Health and Safety in Workplaces, UI, as an employer, is responsible for the health and safety of employees while they are at work. Since employees working remotely are not working in UI buildings, the University has limited ability to monitor their working environment. Before an agreement can be reached on regular remote working, employees must fill in and deliver a checklist evaluating the facilities they have for remote working. Remote workers, whether occasional or regular, must immediately inform their manager of anything that could negatively affect their health and safety or unsuitable facilities which they are unable to remedy.

8. Entry into force

These rules of procedure enter into force on 2 February 2023.

The rules of procedure shall be reviewed within two years of entry into force.

References:

Regulation on secondary employment of academic staff at the University of Iceland, no. 1096/2008, in particular Article 6

Responsible party: Director of Human Resources

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