

POLICY- Remote Working

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Policy Principles
- V. Policy Procedures
- VI. Policy History

a.

POLICY- Remote Working

Remote working is a temporary agreement between AUK employees and their supervisors to work from a non-office location. Eligible employees are categorized below:

- Employees whose job duties are predominantly computer-based and/or field-based;

- Employees who are not obliged to come in direct contact with students and/or other visitors/vendors/contractors; and

- Faculty who deliver courses that are not labs, studios, simulations, or practical.

POLICY- Remote Working

AUK working hours during Ramadan are as follows (as per 2022 guidelines):

On-Campus working hours: 9:00 AM to 2:00 PM.

Off-Campus working hours: 3:00 PM to 5:00 PM.

AUK Campus will remain open to all employees whose job duties require a physical presence on Campus.

Classes will be held as scheduled, with the exception of classes scheduled between 4:00 p.m. and 7:00 p.m.; these may be rescheduled by Academic Affairs; students and faculty will be notified accordingly.

Generally, the duration for approved remote working shall not exceed one week. The Supervisor, Director, and respective VP must approve of longer periods in the case of administrative staff. The Department Chair, Dean, and Provost must approve of longer periods in the case of Faculty.

In the event of remote working under any circumstances, regardless of the duration and the reason of the remote working, employees should work no less than eight (8) hours per day which makes it forty (40) hours per week.

When the University announces an Off-Campus Working Day, any leave request received for that day shall remain valid.

POLICY- Remote Working

- a. : Board of Trustees
- b. : May 28, 2023