

REMOTE WORKING POLICY

Reviewed and updated at the meeting
of Scientific Council at Baku Eurasian
University on 04.07.2025.

Objective

To offer a structure for remote work, telecommuting, and flexible schedule choices that complement the university's objectives of promoting employee well-being, creating a sustainable campus environment, and increasing operational effectiveness. A policy allowing remote employment can promote inclusive community development, enhance urban sustainability, and lessen its negative effects on the environment. This policy describes the requirements, obligations, and qualifications for supervisors and employees.

Scope

It includes academics, administrative staff, and support staff whose jobs allow them to work remotely without compromising efficiency or the needs of Baku Eurasian University.

Policy statement

1. Eligibility and Process

Procedure for Approval: Work arrangements that are flexible and remote must be approved by supervisors and fit in with the operational requirements of Baku Eurasian University: It establishes rules for eco-friendly home office procedures, such as using energy-efficient devices and reducing energy use after hours.

Considerations: Decisions are made based on departmental requirements, individual performance, and job function.

Training Programs: To reduce digital pollution and promote the sustainable use of digital resources, provide frequent training in digital skills, including sustainable IT practices.

2. Alternatives for Remote Workers

Hybrid Arrangements: Allows workers to divide their time between working remotely and on campus.

Part-time or Full-time Telecommuting: Permits workers to work from home for a predetermined number of days each week, or full-time if the role permits.

Commuting Alternatives: Promote remote employment to cut down on daily commutes, which will reduce greenhouse gas emissions and congestion in urban areas.

3. Modifiable Scheduling Choices

Adaptable Start and Finish Times: Provides flexible work schedules to ease the burden on city transportation networks during peak hours and promote inclusivity for employees with varying demands or family responsibilities.

Reduced Workweek: Allows qualified workers to finish their weekly hours in fewer days, such a four-day workweek.

4. Requirements and Obligations

Standards of Performance: No matter where they work, employees are required to achieve all performance standards and deadlines.

Interaction: During predetermined hours, remote workers should be reachable and responsive by phone, email, or certain platforms.

Present on Campus: Part-time or hybrid remote workers may occasionally be expected to attend in-person meetings or activities.

5. Security of Data and Technology

Instruments: The university may supply the equipment that is required, but staff members may also be in charge of some tools. In order to preserve productivity and enable smooth distant cooperation, accessible digital tools guarantee dependable, inclusive online platforms for all academics and staff.

Data Security: Remote employees are required to abide by university regulations regarding the usage of secure networks, data security, and confidentiality.

6. Compliance

The appropriate state and federal labor regulations must be followed by all telecommuting agreements, particularly those pertaining to non-exempt employees' timekeeping.

7. Sustainability Commitment

Remote employees are expected to support the university's sustainability goals by adopting energy-efficient practices, minimizing unnecessary digital resource usage, and contributing to environmentally friendly remote working standards.

Policy Review

This policy is planned to be reviewed annually. Until a new version is adopted, the existing version of the policy will continue to be fully enforceable.