UPSOM Faculty Remote Work Application Checklist

**Who this application checklist is for:**

This application checklist is provided for any department or division that has a faculty member that will be working remotely.

**Who this does not apply to:**

This does not apply to faculty who are on:

* Unpaid or paid leaves of absence
* Sabbaticals
* Professional enhancement leaves, and paid or unpaid leaves of absence.

**INSTRUCTIONS:**

**Create a concatenated PDF, with this Application Checklist as the cover sheet, including all other requested documentation, and submit to the Office of Faculty Affairs UPSOM for review and approval.**

**Approvals for remote work must be reviewed and updated annually.**

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| ***Application Checklist*** |
| ***Action*** | ***Description*** | ***Completed*** |
| **1. Departmental Approval** | Please provide a memo that memorializes the approval by the Department Chair for remote work. The memo **should note** that these arrangements are for up to 12-months and must be revisited and approved annually. The memo, signed by the Department Chair, Division Chief (if applicable), and Faculty ***must include***: remote work location, begin/end dates, performance expectations, on-campus expectations, meeting attendance, and any other pertinent details.  |  |

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| **2. International Remote Work Location Specialized Assistance** | If the remote work location will be international, please contact the University’s Global Operations Support Services. Global Operations Support Services can assist with understanding federal and international regulations and compliance requirements. Global Operation can have University Counsel and outside counsel review the agreement as needed. <http://globaloperations.pitt.edu/>. Documentation of review and approval of Global Operations Support Services and/or OUC is required.  |  |
| **3. Research****Compliance** | If the faculty member is currently the PI or working on research awards, the department needs to contact their Office of Research Contracts Officer *before* the remote work begins to ensure award compliance. <http://www.research.pitt.edu/>. Documentation of review and approval is required.  |  |
| **4. Conflict of Interest** | If the remote work involves consulting with an outside company and is *not* part of joint agreement, the remote work should be reviewed by the Conflict of Interest office. All remote work occurring in China must be reviewed and approved by the COI office.<https://www.coi.pitt.edu/> |  |
| **5. Benefits Issues** | ßUPMC health insurance does not cover medical expenses abroad. If the faculty member is on our plan, please contact Global Operations Support to determine what the health insurance options that may be available to the faculty member.<http://globaloperations.pitt.edu/> |  |
| **6. Data and****Hardware Security** | Ensure that the faculty member’s computer hardware and software meet the University’s security requirements. More information can be found in the guidelines. Quick links: [Computing, Information and Data Policy](http://technology.pitt.edu/help-desk/how-to-documents/university-policies-related-technology)<http://technology.pitt.edu/security/data-classification-matrix>Recommend that the faculty complete the Information Security Awareness Training<http://technology.pitt.edu/security/information-security-awareness-training> |  |

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|  | The faculty member should be familiar with the procedures on the disclosures of sensitive information<http://technology.pitt.edu/security/disclosure-sensitive-information> |  |
| **7. Worker’s****Compensation** | Review the Workers’ Compensation website and provide the information required to obtain Worker’s Compensation coverage<http://www.cfo.pitt.edu/wc/index.html> |  |
| **8. IRS tax issues** | If the remote work location is international, a review of potential tax issues and concerns must be reviewed.  |  |
| **9. Faculty****Records/Payroll Notification** | The completed Remote Work Location form, the Written Work Plan document, a copy of this checklist, and any other supporting documentation should be sent to the SOM Office of Faculty Affairs for review and approval.  |  |

**Department Administrator: \_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFA Review and Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**