

Graduate Assistantships and Associateships: Remote GA Guidelines

Winthrop University recognizes that certain forms of work may be carried out in a location remote from campus and that the opportunity for such work may benefit some of its graduate students. Winthrop University allows remote work by Graduate Assistants (GA) in specific cases.¹ **UNDER NO CIRCUMSTANCES MAY A GRADUATE ASSISTANT BE AUTHORIZED OR ALLOWED TO PERFORM WORK FOR WINTHROP UNIVERSITY UNTIL THE HIRING PROCESS IS COMPLETED AND APPROVED.** In such cases, the following guidelines must be observed:

For the GA

1. The GA must understand the work requirements and expectations, including hours worked, means of communication, means of supervision, etc. – including as specified in these guidelines and in the relevant position description;
2. The GA must supply their own basic computing equipment as needed, including computer, camera, headset, standard word- and data-processing software (such as MS Office or Google), web browsing software, and reliable internet access;
3. The GA must supply or have ready access to a distraction-free workspace appropriate to completing the position's duties, ensuring that non-work events (e.g., family demands, personal responsibilities) do not interfere with remote work; the GA must not engage in any other form of employment during hours scheduled for GA work;
4. The GA must be able to execute the position's duties reliably without immediate physical supervision;
5. The GA must maintain regular (weekly or better) communication with the supervisor to determine tasks, timeline, and deliver products;
6. The GA may not be assigned remote work that includes access to or storage of FERPA protected information, personally identifiable information (PII), or protected health information (PHI).
7. The GA must undergo the appropriate information security training and sign the appropriate security document/s;
8. The GA must not store any institution information on the GA's personal computer;
9. The GA must comply with all applicable University, College, and Department or program policies and rules while working remotely; specifically, Winthrop's security controls and conditions for use of Winthrop-owned equipment at the primary workplace will also apply to alternate work locations. All official agency records, files, and documents must be protected from unauthorized disclosure or damage and returned safely to the official work location. The GA will return all Winthrop equipment, files, and documents to Winthrop immediately upon termination of the GA position. The GA must be aware that Winthrop policies related to data security, privacy, usage, and acceptable use of network services, mobile devices, etc. apply when working remotely and should have no expectation of privacy when using Winthrop-owned equipment, or when conducting Winthrop business using personal devices, including cell phones;
10. The GA is responsible for the security and confidentiality of Winthrop information, customer information and the protection of all Winthrop-provided equipment. This includes ensuring Winthrop equipment or equipment containing Winthrop data (mobile phones, computers, flash drives, etc.) is secure. Winthrop data must be stored only on approved institutional storage that ensures confidentiality, availability, and data integrity (e.g., Office 365 suite of tools – OneDrive, Teams, OneNote). At no time should data be stored exclusively on the local drive. OneDrive is the only authorized data synchronization solution for Winthrop business and should be activated to save to the cloud. The GA should protect their laptop or computer screen from being inadvertently viewed by unauthorized individuals when performing Winthrop work.

For the Supervisor of the GA position

11. The supervisor must make clear work requirements and expectations including hours scheduled, such schedule flexibility as may be permitted, means of communication, means of supervision, etc.;

¹ Only Graduate Assistantships may be defined for remote work assignment; Graduate Associateships are defined for on-campus assignment only.

12. The supervisor must maintain regular (weekly or better) communication with the GA, ensuring hours worked, completion and quality of work, etc.;
13. The supervisor must ensure that the work performed is appropriate to the student's degree program;
14. The supervisor must ensure that the GA is supplied with (and returns as required) the information, materials, equipment, and system access required for completion of the position's duties (aside from equipment mentioned in (2) above).

For the sponsoring unit

15. The sponsoring unit must define the GA position so as (a) to contribute to the student's graduate degree program and (b) to allow performance of the position's duties remotely;
16. The sponsoring unit must specify in the position description the means by which the position's duties may be performed remotely – e.g., the duties may be completed via internet access to virtual resources, etc.;
17. The sponsoring unit must specify any required tools or training or abilities necessary to completion of the position's duties as well as the means of acquiring these – e.g., providing access to SAS analysis tools;
18. To ensure the safety of the workspace, the sponsoring unit must certify that the alternate work location complies with health and safety requirements. The GA agrees that Winthrop shall have reasonable access to the alternate work location for the purposes of inspection of the site and retrieval of Winthrop-owned property. The GA will notify Winthrop of any changes to their alternate workplace prior to the move occurring.

For the University

19. The University must provide appropriate access to and support for online resources, including Winthrop websites and online resources – e.g., VPN access to a sharedrive.

HR Requirements

- Remote opportunities will not be available from states from which Winthrop does not allow employment for adjunct faculty; allowing remote work in states not approved for remote work may result in disciplinary action for the supervisor who allowed the work.
- The Hiring Proposal in PeopleAdmin MUST indicate that the GA will be working remotely.
- Graduate students may not be allowed to begin their assistantship until all HR paperwork has been completed, received, processed, and approved in the PeopleAdmin system **NO WORK MAY BEGIN UNTIL HR HAS A COMPLETED I9 AND HAS RECEIVED THE HARD COPY OF THE W4.**
 - o Because the process to complete the I9 requires visual inspection of the students' documents, the process requires additional steps and a more time for remote employment.
 - o The process to complete the W4 form will include the student printing the form from the HR website, completing the form, and physically mailing it to HR (must include original signatures.)