**Remote Workplace Language Option for Job Descriptions**

To better respond to the changing workplace dynamics affecting the Emory community we are adding remote workplace language options for our Job Descriptions. Within iCIMS, a drop down has been added to the Job Code tab that correlates to remote work language that recruiting will add to your job descriptions when posting.

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| **Drop Down Option** | **Definitions** | **Associated Note that will be added to JD** |
| No Remote | **On-Campus:** Functions essential to being performed on campus in person only. | NOTE: Position tasks are required to be performed in-person at an Emory University location; working remote is not an option. Emory reserves the right to change this status with notice to employee. |
| Primarily On Campus | **Primarily On Campus:** Functions essential to being performed primarily on campus and role may have ability to work from home on average 1-2 days per week. | NOTE: Position tasks are generally required to be performed in-person at an Emory University location. Remote work from home day options may be granted at department discretion. Emory reserves the right to change remote work status with notice to employee. |
| COVID-19 Remote | **COVID-19 Remote – Some on campus:** Employee must be willing to commute to Emory University campus. Position with functions that can be performed remotely during COVID-19 but will resume on-campus presence when restrictions are lifted. | NOTE: This role will be granted the opportunity to work from home temporarily during the COVID-19 pandemic, with intent to return to an Emory University location in the future.  Emory reserves the right to change this status with notice to employee. |
| Primarily Remote | **Primarily Remote:** Majority of position functions can be performed remote with no expected regular on-campus presence. Employee must be willing and able to commute to Emory University location at short notice; hence lives locally/commutable to Emory location. | NOTE: This role will be granted the opportunity to work from home regularly but must be able to commute to Emory University location as needed.  Emory reserves the right to change this status with notice to employee. |
| Full Remote | **Full Remote – Non-Commutable:** Employee can live anywhere in continental United States. Position functions can be performed fully remote. Department will be responsible for costs of any required travel incurred by employee. | NOTE: Tasks related to this position can be performed remotely with only occasional supported visits to an Emory University location.  Emory reserves the right to change this status with notice to employee. |
| N/A or Other | **Variable** | No note will be added unless a comment is entered in the “Additional Info to be Added to Job Description” field on the Job Code tab in iCIMS. |

**Offer Letters**

Remote work language is not required in the offer letter. However, we recognize that some divisions may choose to add this. Any remote agreement should include the below qualifying language “Emory University reserves the right to adjust remote work arrangements at will with notice.”