



**ORDER OF
THE RECTOR OF VILNIUS UNIVERSITY**

**ON APPROVAL OF THE DESCRIPTION OF THE REMOTE WORK
PROCEDURE FOR THE EMPLOYEES OF VILNIUS UNIVERSITY**

In accordance with Article 52 of the Labour Code of the Republic of Lithuania, Article 43(1)(19) of the Statute of Vilnius University:

1. I hereby approve the Description of the Remote Work Procedure for the Employees of Vilnius University (attached).

2. I hereby determine that agreements with employees of Vilnius University regarding partially remote work (including that during a secondment) that were concluded before this Order entered into force shall remain valid under the conditions laid down therein, insofar as is consistent with the Description of Remote Work Procedure for the Employees of Vilnius University, approved under Part 1 of this Order.

3. I hereby determine that this Order shall enter into force on 5 September 2022.

APPROVED
by Order No R-275 of
1 September 2022
of the Rector of Vilnius University

THE DESCRIPTION OF THE REMOTE WORK PROCEDURE FOR THE EMPLOYEES OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The description of remote work procedure for the employees of Vilnius University (hereinafter - the Description) governs the conditions and procedure of a partly or fully, in terms of assigned work functions and working hours, remote work of academic and non-academic employees (hereinafter – employees) of Vilnius University (hereinafter – University or employer), in a location which is other than the University and is mutually agreed upon by the employee and the employer, also including the use of information technology.

2. The right to remote work shall be reserved for those University employees whose nature of work allows them to carry out their work functions, in part or in full, in the remote form. Employees wishing to work remotely shall submit a remote work request (hereinafter - the Request) via the University document management system. In exceptional cases (during a lockdown and (or) an emergency, etc.), the Rector of the University or a person authorized by them shall hold the right to organize remote work for the whole University, individual employees or their groups without their Request and, additionally, shall hold the right to set a different remote work procedure than the one provided for in this Description.

3. This Description shall also apply when an employee holds more than one position at the University and, while on secondment for one of the positions, requests to work remotely for the other positions.

4. In this Description, information shall also be considered to have been submitted in writing when it is submitted by means of the usual information technology tools (an electronic signature, mobile devices, University document management system tools, etc.), provided that it is possible to determine the content of the information, its provider, the fact and time of its provision, as well as that it is possible to save that information.

5. The terms used in this Description shall be understood as they are defined in other related legal acts of the Republic of Lithuania and the University.

6. In the event that the requirements for remote work set out in the Resolutions of the Government of the Republic of Lithuania or other legal acts of the Republic of Lithuania differ from those set out in this Description of Procedure, this Description shall be valid insofar as is consistent with those legal acts.

CHAPTER II REMOTE WORKING TIME, LOCATION AND TOOLS

7. The time period, schedule, location and other remote work conditions shall be provided by the employee in a form of a Request to the University's document management system to be approved by their direct supervisor. The working-time of the employee who works remotely shall conform with their usual working-time in the workplace, unless the employee and the employer conclude a different agreement regarding remote working-time.

8. Remote work from outside of the Republic of Lithuania's territory shall only be allowed in exceptional circumstances, for a period not exceeding three months in a calendar year. In the event of such circumstances, the employee shall provide a justification for it in their Request. The Request of an employee of the Central Administration of the University or a core non-academic unit of the University shall be additionally signed by the University's Pro-Rector or the Chancellor that the employee's unit is under the direct command of. The Request of a core academic unit's employee

shall be approved by the head of that core academic unit. This provision shall not be applied when the Request is submitted under the circumstances specified in Part 3 of the Description.

9. Before submitting the Request, an employee shall be entitled to ask the employer to provide work equipment (a mobile phone, a computer, etc.). The employee shall look after the work equipment provided by the employer, use it properly and only to perform their work functions, prevent other people from accessing the computer and never disclose their login information (user name, passwords) that they use to access the employer's information systems.

10. The computer used for remote work shall meet such conditions:

10.1. an anti-virus and firewall software shall be installed and updated no later than in a week after a new update release;

10.2. the operating system and other software updates recommended by their manufacturer shall be installed no later than in a week after their release;

10.3. a separate account shall be used for work which shall be protected by a password that meets the requirements set out in the rules for administration of the University's information resources' users which are approved by the Rector of the University or their authorized person;

10.4. when leaving the work place unattended without logging out of the account, a screen saver shall be turned on that is protected by a password which adheres to the requirements set out in the rules for administration of the University's information resources' users, approved by the Rector of the University or their authorized person;

10.5. the time period for a computer to lock up if no user activity is recorded shall be set to not exceed 15 minutes;

10.6. it shall be prohibited to turn off or minimize the default settings of the computer's operating system's event logging;

10.7. no public services shall be provided with the computer and it shall not be accessible to any subjects from the internet (e.g., no public websites shall be created, no streaming or data sharing programs, torrent client software, etc. shall be installed);

10.8. on a personal computer, any information that belongs to the employer shall only be stored in encrypted directories, inaccessible to other users of that computer.

11. If the employer does not provide a computer, the employee may use their own personal computer for remote work, but only after the staff of the Information Technology Services Center of the University assesses its compatibility with the conditions set out in Item 10 of this Description. In order to inspect their personal computer for remote work, the employee shall contact the Information Technology Services Center of the University by e-mail pagalba@vu.lt. The unit's staff member responsible for computer workstation maintenance shall perform the personal computer's inspection, shall aid the employee in configuring their personal computer so that it adheres to the conditions set out in Item 10 of this Description and shall consult on the safe independent usage of the personal computer for remote work.

CHAPTER III ORGANIZING REMOTE WORK

12. The employee seeking to work remotely shall submit the Request to their direct supervisor for approval no later than 10 working days before the expected start of the remote work. The Request shall be submitted by logging into the University's document management system with the credentials of the job position that the employee requests to perform remotely.

13. The Request shall contain:

13.1. employee's full name;

13.2. employee's job position that they request to perform remotely;

13.3. the time period of remote work (the validity period of the main employment contract or other time period chosen by the employee) and the schedule (working days per week);

13.4. location (address);

13.5. a phone number for forwarding the work calls and communicating;

13.6. work equipment (personal or employer-provided, e.g., computer, mobile phone).

14. By signing the Request, the employee confirms that:

14.1. they are familiar with and shall comply with the legislation on the safety of information systems, occupational safety, health, and hygiene, and that their chosen location and work equipment shall also meet the requirements of those legal acts;

14.2. they shall adhere to the working-time that is usual in the workplace and agree that any accident shall not be considered an accident at work if it happens before or after the working hours, or in a location not specified in the Request, or under the circumstances not relating to their work functions;

14.3. they agree to accept any additional expenses associated with remote work in the event that there is no separate written agreement between the employee and the employer regarding these expenses;

14.4. they have read, understood, and undertake to uphold the provisions of this Description.

15. In exceptional cases (illness, nursing of family members, etc.), the employee shall be allowed to submit the Request less than 10 working days before remote work is expected to start (Item 13(3) of the Description) and by electronic means other than the University's document management system (mobile text messages, e-mail, etc.). In such cases, it is mandatory for the employee to have the approval by their direct supervisor and the conditions set out in this Description regarding remote work shall be met as soon as possible (e.g., the requirements set out in Item 10 of the Description regarding the use of a personal computer).

16. The direct supervisor, having objectively assessed the circumstances, including but not limited to the nature and specifics of the employee's work functions, the organization of the unit's functions, plans, and work continuity, no later than on the day of the employee's requested start of remote work (Item 13(3) of the Description), shall make a decision in regard to the needs that suit the unit best and accept the Request, suggest other remote work conditions than those laid out in the Request or deny the Request in the University's document management system.

17. Provided that the direct supervisor assesses that remote work is not possible, the employee shall only be allowed to work remotely in accordance with Article 52 of the Labour Code of the Republic of Lithuania, which lays down the circumstances when the employer shall grant the employee's request to work remotely.

18. The direct supervisor shall submit specific assignments and their deadlines, and the employee shall report on them in writing. Assignments for the remote work period may also be appointed before the start of the remote work.

19. The responsibilities of the remote working employee:

19.1. to have working phone service, be reachable by phone, and have a proper internet connection allowing them to access information resources used in the University's operations;

19.2. to immediately inform their direct supervisor about any internet connection or mobile service disruptions, make arrangements for the assignments to be carried out before the connection or service recovery and take the necessary action to do it;

19.3. when necessary, to arrive to the workplace or another agreed-upon location within a time frame indicated in a written agreement between them and their direct supervisor to carry out assignments;

19.4. to comply with the legislation on the occupational safety, health, and hygiene, and to ensure that their chosen location and work equipment meets the requirements of that legislation;

19.5. to comply with the legal requirements on information safety and personal data protection, and not to transfer confidential data or documents by unencrypted external storage devices;

19.6. to only access information systems intended to process personal data by using the University's centrally managed security policy level virtual private network (VPN);

19.7. to not use equipment and refrain from actions that may infringe copyright, related and intellectual property rights;

19.8. to immediately report to the University's Information Technology Services Center by e-mail pagalba@vu.lt any noticed attempt to hack into the equipment or systems used for work, about the loss or possible disclosure of information that belongs to the employer as well as any other suspicions on information security incidents or computer failures.

20. The responsibilities of the employer during remote work:

20.1. to ensure that information systems used in the University's activity, access to them and any work equipment provided to the employee are in good technical condition and protected;

20.2. to give the employee assignments and control their progress as well as communicate and

consult on the ways to carry them out;

20.3. to encourage employees to communicate and cooperate, organize remote meetings to properly carry out the functions, ensure internal communication and the provision of necessary information.

21. During remote work, employees and the employer shall abide by the Rules of Procedure, currently applicable in the workplace.

22. Employee seeking to modify their remote work conditions or in case of a change in their employment contract (having changed a unit, position, etc.) shall submit a new Request. Following the change of employee's direct supervisor, their remote work conditions may also be modified.

23. The direct supervisor, taking into account the organisation of the unit's implementation of functions, the assignments of higher supervisors and other circumstances, shall have the right to cancel the permission to work remotely via the University's document management system. Remote work shall also be terminated when the employee's request to cancel the remote work permit is accepted.

24. When remote work is cancelled, the employee and their direct supervisor shall immediately, in writing, agree upon the time the employee shall come to the workplace and the return of any work equipment if such was provided for remote work.

25. Upon cancellation of the remote work permit, the employee shall have a right to submit a new Request.

CHAPTER IV FINAL PROVISIONS

26. Any disputes regarding remote work shall be resolved in accordance with the legislation of the Republic of Lithuania.

27. An employee who violates the provisions of this Description shall be liable in accordance with the procedure established by legal acts.

28. The Request shall be stored pursuant to the University's Rules on Document Management, Preservation and Record Keeping.

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