

TO: All Faculty and Staff
FROM: Isao Satoh, Executive Vice President for Institute Strategy
DATE: April 25, 2023
SUBJECT: New Teleworking Policy and Procedures for Student Assistants (Requesting Work Arrangements, Timekeeping, etc.)

Following the introduction of the National University Tokyo Institute of Technology Regulations on Teleworking, the new teleworking policy and procedures for student assistants such as requesting work arrangements and timekeeping will be implemented as follows. Telework arrangements can be made starting from May 8, 2023. For details, please see below.

1. Telework policy for student assistants

In principle, student assistants must perform duties on campus. However, they are allowed to telework one day a week for the purpose of increasing work productivity and efficiency if it is deemed particularly necessary by their supervisors (faculty, etc.). To perform telework, student assistants must meet all of the following conditions.

- Conditions

- 1) Telework arrangements do not have adverse impacts on work operations.
- 2) Due to the nature of the work, performing duties outside of the regular workplace is feasible, and the student assistant has the necessary knowledge and skills to do so.
- 3) The student assistant is able to work independently and fulfill their duties without close supervision.
- 4) The student assistant has an appropriate work environment (reliable internet connection, etc.) in which they can stay focused on their duties.
- 5) The student assistant meets the information security requirements for teleworking.

- Frequency

In principle, student assistants are allowed to telework one day a week (in units of one day at a minimum).

- Period

The length of a teleworking period is decided by supervisors based on the student assistant's contract period.

2. Procedures

Student assistants are subject to the procedures under Article 6, paragraph 1 of the National University Corporation Tokyo Institute of Technology Regulations on Teleworking.

- (a) In principle, student assistants must make a request by submitting a Telework Request Form for Student Assistants (Form 1)¹ or by sending a message (email, etc.) with the same information shown in the form to their supervisor at least two weeks² before the start of teleworking.

Notes:

¹ Any format is acceptable as long as it includes all necessary information to confirm a request. Requests can also be made via email, Slack, etc. We request teleworking student assistants (“Teleworker(s)”) to read and comply with the “Information Security Compliance Requirements for Teleworking” stated on the back of Form 1.

² Supervisors can permit student assistants to telework less than two weeks before the start day if they determine that overall operations (at the division, group, etc.) will not be adversely affected by the arrangement.

- (b) After receiving the request, supervisors confirm details and permit the requestor to telework by returning a signed form or by sending an email, etc. If the student works in multiple positions as a student assistant, the supervisor must assess other duties in addition to those to be performed via telework when deciding if permission should be given.

3. Timekeeping for Teleworkers

- (a) Teleworkers must notify their supervisors by sending an email or by other means when they start or end teleworking.
- (b) On the Work Report (勤務報告書), “Telework” should be written in the “業務内容 (Description)” column. The time recorded for telework must be confirmed by the supervisor.
- (c) Completed Work Reports must be submitted by the deadline.

Note: Documents to verify start and end times do not need to be attached, but they should be retained as they may be requested when deemed necessary.

Attachment (Form 1): Telework Request Form for Student Assistants (PDF or Word)

References (in Japanese only):

- National University Corporation Tokyo Institute of Technology Regulations on Teleworking (国立大学法人東京工業大学テレワーク実施規則)
- National University Corporation Tokyo Institute of Technology Detailed Regulations on Teleworking (国立大学法人東京工業大学テレワーク実施細則)
- Tokyo Institute of Technology Student Assistant Guidelines (東京工業大学学生アシスタント取扱要項)
- Teleworking Q&A

Inquiries:

Employee Relations Office, Human Resources Division

Email: jin.iku@jim.titech.ac.jp

Date: _____

Telework Request Form

Affiliation: _____

Degree program: _____

Year of study: _____

Name: _____

I hereby request a telework arrangement in accordance with Article 6 of the Tokyo Institute of Technology Student Assistant Guidelines.

I acknowledge that I have read, understand, and will comply with the “Information Security Compliance Requirements for Teleworking.” In addition, I agree to bear all costs associated with teleworking.

1. Work to be carried out	
2. Location of telework	
3. Will any information be taken to the telework location?	<input type="checkbox"/> Yes (electronic media) <input type="checkbox"/> Yes (hard copies) <input type="checkbox"/> No
4. Period	From: _____ to: _____
5. Work arrangements (teleworking days)	<input type="checkbox"/> (1) Telework on weekdays (regular working days) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> (2) Other (please specify) If you have multiple positions as a student assistant and have requested other telework arrangements in addition to the above, please provide the following information on the work. · Job description, supervisor's name, teleworking days Note: We do not accept requests for teleworking on more than one day a week.
6. Emergency contact	Cell phone no: _____ Home phone no: _____ Email: _____

Note: If a student works in multiple positions as a student assistant, the supervisor must assess other duties in addition to those for which telework is requested as above when deciding if permission should be given.

☐ Your request has been approved, and I hereby permit you to telework as described above.

☐ Your request has been denied, and I am unable to permit you to telework as described above.

Date: _____

Supervisor: _____

Information Security Compliance Requirements for Teleworking

Article 1 Handling Information

When teleworking, I will follow the specified procedures related to the handling of the Institute's information assets and stay vigilant to protect them from loss, leakage, or damage.

Article 2 Compliance Requirements for Teleworking

For telework, I will comply with the following requirements when accessing the Institute's information system off campus or performing duties with information which has been taken to the telework location with approval.

- ① Have antivirus software installed and keep it up-to-date with the latest antivirus definitions.
- ② Keep your operating system (OS) up-to-date with the latest security updates.
- ③ Stay vigilant so that no one else can see your screen while teleworking and ensure that your device is protected from unauthorized access to the Institute's information system by locking your computer, etc. when you are away from the device.
- ④ Take responsibility for protecting your device from theft, and pay particular attention to the security of applications installed on the device you use for teleworking. (Do not install file sharing software etc.).
- ⑤ Do not save your ID or password in browsers.
- ⑥ Do not use public or free Wi-Fi as you could be exposing information to others on the same network.
- ⑦ Do not download and save files locally to the device you use for teleworking.
- ⑧ If you must use a personally owned device due unavoidable circumstances, in addition to complying with the above-mentioned requirements, do not share the device with others such as family members or at least set up a different account for work.

Article 3 Information Security Maintenance

For information security maintenance, I will follow the instructions below and any other specific instructions while teleworking.

- ① Report any known or suspected information security incidents such as data compromises as quickly as possible to the person in charge of information security at your affiliated group, department, etc. and the Computer Emergency Response Team (CERT) to seek their advice.
- ② In the event of a security incident, cooperate with investigations if it is determined that the device used for teleworking is needed for the investigation process.
- ③ Stay focused while teleworking and do not use devices used for telework to access social media or websites that are not related to your duties.

Article 4 Compliance with Applicable Regulations and Guidelines

In addition to the following policy, regulations, etc., I will read and comply with applicable procedures, guidelines, etc. laid out for information security by my affiliated group, department, etc.

- ① National University Corporation Tokyo Institute of Technology Information Security Policy
- ② National University Corporation Tokyo Institute of Technology Information Security Regulations
- ③ National University Corporation Tokyo Institute of Technology Personal Information Protection Rules
- ④ National University Corporation Tokyo Institute of Technology Personal Information Management Rules