STAFF AND ADMINISTRATIVE EMPLOYEES TEMPORARY TELECOMMUTING POLICY

Due to concerns related to the spread of Coronavirus (COVIC-19), all efforts should be taken to limit exposure to persons exhibiting symptoms consistent with the Coronavirus or other respiratory disorder (fever, cough, etc.), and for those who may have been exposed to the Coronavirus who must be away from work during an incubation period. Employees with these symptoms and/or possible exposure will be required to remain at home. Sick leave, PTO and Family Medical Leave policies will remain in place, although, for the duration of this event, staff and administrators may be allowed to work from home and will only need to claim sick leave or PTO for days that they are not able to work due to their illness or due to the illness of a FML qualifying family member.

Staff and administrators, who feel well enough to continue to work, may be authorized to perform duties from home at the discretion of the division head or his/her designee. The employee must be in good standing and not in a probationary period to work remotely. The University may terminate the telecommuting arrangement at any time and the employee may then be required to return to the traditional on-site work environment.

No employee is entitled to or guaranteed the opportunity to telecommute. Whether an employee may telecommute is a decision made on a case-by-case basis taking into consideration the employee’s job responsibilities, an evaluation of the likelihood of the employee succeeding in a telecommuting arrangement, and an evaluation of the supervisor’s ability to manage remote workers.

Jobs that require physical presence to perform the duties effectively are normally not suitable for telecommuting.

The expectations of the employee working remotely (telecommuting) include:

Agreement to use reasonable and practical compliance with all applicable policies and procedures, to include the Staff Employee Handbook and regulatory requirements for on-site employment;

Agreement that all work products and programs developed by the telecommuting employee remain the property of the University and may not be used for any outside purpose;

Agreement that all equipment provided by the University remains the property of the University;

Agreement to provide a secure location for University equipment and materials, and to not use, or allow others to use such equipment, for purposes other than University business;

Agreement to ensure confidentiality of information available through various systems that the employee may have access to as part of their work assignments;

Agreement that attendance at on-site meetings, upon advance notice, is mandatory;

Agreement to submit time worked and administrative leave appropriately; and

Agreement to submit time or leave through KRONOS, Web Time Entry or Leave Reporting.
Staff and Administrative Employees Temporary Telecommuting Policy continued

The general responsibilities of the telecommuter's supervisor include:

Determine a specific mode of communication to correspond with the employee regarding completion of work assignments, meeting notifications, conference calls, etc;

Discussion of the employee’s requirement to attend on-site meetings, how and how often the employee’s performance is to be measured, and other specifics regarding his or her communication and interface with the supervisor and co-workers;

Approval of time or leave submitted by employee; and

The supervisor will ensure that the employee has a good understanding of the manner and frequency by which work assignments will be completed and reported to the supervisor.

Employee Name (please print): ____________________________
J number: ______________

Employee Signature: _____________________________________________
(signature confirms employee has read and understands Temporary Telecommuting Policy)

Supervisor’s Name (please print): ____________________________
J number: ______________

Supervisor’s Signature: _____________________________________________
(signature confirms supervisor has read and understands Temporary Telecommuting Policy)

Division Head Approval: ____________________________

HR, 03-10-20