Telecommuting Policy

The University supports telecommuting as an alternative work arrangement for some University employees. This telecommuting program is intended to be an innovative work option that benefits the University community. Telecommuting is a cooperative arrangement between the employee and the employer, not a basic right of all employees. A telecommuting arrangement is based on the needs of the job, the department or unit, and the University and on the employee's past and present levels of performance.

Telecommuting is a prerogative of the University, not an entitlement of employees. It is approved on a case-by-case basis consistent with the mission of the University and the respective department or unit. For example, since many of the services provided to students by and through our employees must necessarily be delivered at the University, such as classroom instruction, this function could not be considered for telecommuting arrangement. Each telecommuting arrangement will be cost-justified and will be reviewed for continued mutual benefit at the start of each fiscal year.

Telecommuting is not a substitute for dependent care.

Before implementing a telecommuting agreement in a department or unit that is different from the one described here, the department head or unit supervisor must present that department or unit plan for telecommuting to the appropriate line officer for review and approval.

A Telecommuting Agreement is required and must be signed by both the department head or unit supervisor and the telecommuter. A copy of the Agreement must be provided both to the Director of Safety and Loss Control in order to appropriately administer liability and workers' compensation issues, and to the employee’s official personnel file.