

Purpose: This policy establishes the procedures to be followed when setting up an agreement for an employee to telecommute.

Definitions: Not Applicable

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Compliance Status: Compliant

Policy

Telecommuting, the practice of working from home or at a site near the home instead of physically traveling to a central workplace, is a work alternative that the University may offer to some employees based upon (1) an employee's performance assessment, (2) the specific job requirements and measurable outcomes, and (3) the overall needs of the customers of the position and the University. Telecommuting is not a formal, universal employee benefit but rather, an alternative method of meeting the needs of the University. Since telecommuting is a privilege, the organization has the right to refuse to offer telecommuting to any employee and to terminate a telecommuting arrangement at any time. Generally, employees will not be allowed to telecommute until they have successfully completed six (6) months of employment and have demonstrated superior performance and customer service, as well as outstanding quality in their completed work assignments.

University employees are not required to telecommute, and may refuse to telecommute if the option is made available to them. Employees granted the privilege to telecommute have the right to cease telecommuting and return to their former in-office work assignment through a mutual agreement with their immediate supervisor and division vice president.

Specific Requirements for Designing a Telecommuting Schedule

1. A written Telecommuting Agreement and Checklist must be completed and filed in the employee personnel file following management approval.
 - [Telecommuting Agreement](#) (PDF)
 - [Telecommuting Request Checklist](#) (PDF)