

## TELECOMMUTING GUIDELINES

Telecommuting arrangements, as an alternative work arrangement, may be considered for an individual employee when it is in the best interests of the University. These *Guidelines* are intended to guide managers, supervisors and employees in developing telecommuting options and approving arrangements that are clearly understood and equitable, and within the parameters set forth by the senior administration in the Medical Enterprise.

### **Definition:**

Telecommuting is a work arrangement in which an employee regularly performs work at a remote worksite (such as home or business center) for a specified portion of the workweek. It is expected that the duties and responsibilities are carried out in a manner that provides uninterrupted service during the department's business hours.

A signed, written agreement clarifying both parties' expectations and timeframes is required.

### **Authority:**

Department heads/Chief Administrative Officers have authority to recommend telecommuting arrangements subject to approval by Human Resources Office on a bi-annual basis.

Agreements may be approved for up to two working days per month.

### **Eligibility:**

Exempt, non-represented employees covered by Personnel Policies for Staff Members (PPSM) are eligible for consideration in this program.

Employees who hold multiple appointments or appointments in excess of 100% are not eligible to participate.

For consideration, eligible employees must have successfully completed their probationary period and have at least a "Meets Expectations" rating on the most recent performance evaluation.

### **Criteria:**

- Availability of a secure location for University-owned equipment and materials
- Reasonable access by the University to ensure a safe and suitable work environment
- Clearly defined tasks and well understood outcomes for the job to be accomplished

- Measurable results for the duties to be performed
- Availability to travel when work requires, including to the primary worksite when necessary, regardless of the telecommuting schedule, e.g., meetings, project delivery

**Procedure:**

Employee submits the Telecommuting Agreement form to the supervisor for review and consideration. The Agreement must include:

- Days and hours the employee is expected to be on site and at work;
- Days and hours the employees is expected to be available from the off-site location and can be reached by telephone, email, pager, fax, etc;
- Job duties, goals, measurements, expectations as delineated in the Agreement;
- The type and owner of equipment, technology, e.g., phone lines, internet access, supplies and how they can be restored, repaired, replenished

If approved by the Department Head/Chief Administrative Officer, the proposal is submitted each January and/or July for review by Human Resources. A signed copy is maintained in the employee's personnel file.

Termination of an Agreement can be initiated by either party. While it is appropriate to provide a two-week transition period to discontinue the arrangement, the Department head/Chief Administrative Officer reserves the right to suspend or cancel the arrangement without advance notice.

**Requirements:**

The initial agreement must be for no more than six months and any extension must be reviewed pursuant to the procedure above.

The employee shall be available to travel when his or her work requires, including to the primary worksite when necessary, regardless of the telecommuting schedule.

**Schedule:**

Requests to modify the telecommuting schedule must be submitted in writing to the supervisor for consideration by the Department Head/Chief Administrative Officer. Leaves of absence, e.g., FMLA (intermittent or regular), disability, worker's compensation, cause the Telecommuting Agreement to be put in abeyance for the duration of the leave. Upon return, the supervisor and employee must meet to review the feasibility of the Agreement. Renewal or extension of the agreement requires a written addendum to the Agreement, prior to activation.

### **Equipment:**

University equipment and a University e-mail account shall be used only for University business conducted in telecommuting arrangements by the employee. A University e-mail account shall be used only for University business conducted during telecommuting hours. Sensitive data must be afforded the same degree of security and confidentiality as when working at the primary worksite.

The employee is expected to provide adequate workspace and furniture. The department should purchase network access when the Department Head/Chief Administrative Officer determines that it is necessary for the employee to perform his or her work at the telecommuting site or that it will substantially enhance the employee's productivity. In other cases, the employee will be responsible for purchasing network access from the remote site.

University equipment in the employee's off-site workspace is subject to the same inventory control and disposal procedures as that in the primary work site. The employee is responsible for bringing equipment to the primary work site for inspection, maintenance and repair by the next business day.

With 24-hour minimum notice, the supervisor/designee may visit the employee's remote worksite to determine its adequacy, and to inspect or retrieve University-owned equipment and supplies.

University equipment in the employee's remote worksite is subject to the same inventory control and disposal procedures as that in the primary worksite. University property used at the employee's remote worksite should be inventoried and signed out.

If the property is stolen or damaged while offsite, the primary insurance coverage will be that of the employee, with the University's being in excess thereof. The supervisor should advise the employee that working from home may affect their homeowner's insurance coverage. It is the employee's responsibility to review their policy and discuss any concerns with their carrier.

The employee is responsible for bringing equipment to the primary worksite for inspection, maintenance and repair. The unit/department will repair and replace University equipment unless it is lost, damaged, or stolen through the employee's clear negligence or abuse.

### **Liability:**

Third Party - There is no public liability for an employee working from their home, provided the employee is not using the premises to engage the public. The employee is not expected to receive visitors/clients on work-related matters at the remote worksite.

Auto - The employee's personal auto liability coverage is primary and must comply with [UC Policy G-28](#) on regulations governing travel. Using his/her vehicle for University business may affect the employee's personal auto insurance coverage. It is the employee's responsibility to review their policy and discuss any concerns with their carrier.

Workers' Compensation - Work-related injuries incurred at the remote worksite, during agreed upon working hours, are covered by Workers' Compensation and must be reported promptly to the supervisor/department head. Prompt reports of injuries will be handled in the same manner as workplace reports of injuries.