

**Guiding Principles:** Telecommuting (whether on an intermittent or ongoing basis) must be based on operational feasibility, maintain service and responsiveness, and align with divisional expectations. All telecommuting arrangements require appropriate approval from the supervisor, department head, and division leadership.

**What classifications can be considered for telecommuting?**

Telecommuting is only feasible for job duties that can be performed remotely away from campus.

**Can an employee in probationary status qualify?**

Yes. However, training and acclimation to the campus culture may be critical during this early period. Managers are encouraged to consider having a new hire initially start fully on campus and later adopt a telecommuting schedule following completion of onboarding.

**Can managers support occasional or intermittent telecommuting?**

Yes, managers may support occasional or intermittent telecommuting (i.e., ad hoc remote days) where it makes operational sense and aligns with department and divisional leadership expectations. These arrangements are intended to be infrequent and not part of a recurring schedule. Managers are responsible for ensuring that service, coverage, and performance expectations continue to be met. If telecommuting becomes recurring or part of a regular schedule, a formal Telecommuting Agreement is required that specifies the schedule and duration.

**Can a condition for approving telecommuting be that the employee has above satisfactory or exceptional work performance as reflected in evaluations?**

Yes. Management has discretion to determine if telecommuting is feasible based on operational needs, performance, and alignment with department and divisional leadership. Telecommuting is not suitable for all employees and/or positions and is not an entitlement. Employee job responsibilities in positions considered for telecommuting must have minimal requirements for daily face-to-face supervision and must have demonstrated conscientious observance of work hours and productivity requirements.

**Would certain days be off limits to telecommuting (such as regular department staff meeting days, division meeting days, campus wide event/meeting days)?**

Yes. A specific work schedule will be stated in the Telecommuting Agreement. Employees may be required to report to campus on a telecommuting day based on operational needs.

**Is it supported to have a temporary telecommuting schedule?**

Yes, pilot schedules may be helpful in determining what type of arrangements will be most effective for a position or department, or to support temporary telecommuting during non-peak operational periods.

**Is sick time treated differently since an employee could work from home while taking care of a sick child, parent, or self?**

No. Telecommuting is not a substitute for dependent care, medical leave, or caring for an ill family member. Telecommuters are expected to perform the full functions and range of their position description and are required to make arrangements for dependent care during agreed-upon work hours.