

*What classifications qualify for this benefit?*

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

*Can a person 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.

*Is occasional telecommuting (i.e. 1 or 2 random days per month) allowed?*

The Telecommuter must sign a Telecommuting Agreement that specifies the length of the agreement as well as confirms the telecommuting schedule.

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

Yes. Management has the discretion to determine if telecommuting is feasible based on operational needs and performance. Telecommuting is not suitable for all employees and/or positions. Telecommuters must be self-motivated. Their job responsibilities must have minimal requirements for face-to-face daily supervision, and they 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 Telecommuter's Agreement, which includes that exceptions be made when an employee's attendance is required for an office function/activity/meeting so long as proper notice is provided per the CBA, if applicable.

*Is it supported to do a telecommuting trial with a position?*

Pilot or temporary telecommuting schedules may be helpful in determining what type of arrangements will be most effective for a position and/or unit.

*Is sick time treated differently since a person 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. Telecommuters are required to make arrangements for dependent care during the agreed-upon work hours.