



TELECOMMUTING PROGRAM REMINDERS
FOR SUPERVISORS

- Present the telecommuting program and the established criteria to eligible employees:
 - Only employees in eligible titles who have been here at least 6 months will be allowed to complete training, apply for and participate in the telecommuting program.
 - Employees under a performance program are ineligible for participation in the telecommuting program.
 - The telecommuting program is not an entitlement but a discretionary privilege.

- Managers should establish staff list/schedule to determine a schedule that is beneficial to the needs of the department and maintains operational efficiency.
 - The staff schedule should reflect adequate staffing levels within the department to maintain operational efficiency.
 - There must be equity in the application of the program in the department.

- Managers must review and respond to employee's application within seven (7) days of receipt.
 - Applications will be deemed accepted if the supervisor fails to respond to the application within the required seven (7) days.

- Managers must evaluate each employee based upon their position and the Department's needs when determining whether an employee can participate in the telecommuting program. Factors that can be considered are the following:
 - Employee skill set
 - Past experience during COVID-19 – was the employee a solid performer?
 - Was the employee responsive to calls/emails?
 - Was the employee willing to change plans at the last minute if you needed the employee?



- The reason for the denying the employee from participating in the telecommuting program should be provided to the employee and documented in their employee personnel file.
- Managers must advise employees that only those with **fully approved telecommuting agreements** will be allowed to participate once notified by an approval email. Upon approval of the application, the system will generate an email that will be sent to the applicant, their supervisor/manager and HR.
- This is not an extension of the previous COVID-19 telecommuting program.
- The telecommuting program should be established and agreed to with the employee prior to starting the program.
 - The maximum allowable days per pay period that an employee may telecommute is five (5) workdays within a ten (10) day pay period or half time work hours for part-time employees.
 - Where necessary for operational reasons, telecommuters may be required to report on a telecommuting day.
 - Telecommuters cannot exchange remote workdays.
 - Telecommuters must treat telecommuting workdays like regular days and must maintain their normal schedule.
 - Telecommuters must be available via all required methods of communication throughout the workday.
 - Participation in the telecommuting program can be modified, suspended or cancelled at any time upon thirty (30) days' notice by management where feasible and consistent with operational needs. A shorter time for the change/modification/cancellation can be agreed to by the employee and the supervisor.
 - Minimal office supplies may be provided by the employer, but the employer will not provide any durable equipment (i.e., computer, internet connection chairs, desks, etc).
- Managers must advise employees that this telecommuting program is not to be used as a substitute for childcare, elder care or personal



responsibilities and are expected to plan for such care so as not to adversely impact telecommuting workflow and productivity.

- Managers must advise employees of the Department's expectations while they are participating in the telecommuting program.
 - The telecommuting phone must have voice mail to receive messages.
 - At least monthly reports should be submitted but depending on departmental needs a more frequent submission may be necessary.
 - Reports will be periodically reviewed by Campus Leadership (Vice President Level Department Head, Dean or designee) and audited, when necessary.
 - Employees must adhere to a proper dress code and have adequate office space during work calls/video meetings.
 - Employees must ensure all work documents are saved to a backed-up network drive.
 - Employees must ensure that they implement appropriate administrative, physical and technical safeguards to protect the use and/or disclosure of confidential business and/or patient information.