



TELECOMMUTING PROCEDURE

Policy Contact: Director of Human Resources

PROCEDURE

Upper Iowa University supports the concept of telecommuting and encourages the practice when telecommuting does not detract from the efficient and effective delivery of services to the University. The benefits of telecommuting include increased productivity and morale, along with decreased traffic congestion, energy use, and parking problems. Human Resources will be responsible for final approval of all telecommuting agreements.

STANDARDS

Telecommuting standards require the type of work, the employee, and the off-site work space meet the following guidelines:

Conditions of Telecommuting

- Telecommuting is a privilege, not an entitlement.
- The telecommuter must comply with all federal laws, state laws, and university policies and procedures.
- Telecommuting is not a substitute for dependent care or elder care. Appropriate dependent care must be made for those scheduled work hours.
- Telecommuting must not result in additional work for other staff.

Type of Work

- Work performed is by an information worker.
- Minimal on-site, in-person contacts are required.
- The worker generally works alone.
- Worker productivity can be monitored.
- The worker does not need to access network systems where remote access is prohibited and or not feasible/advisable.

Employee Characteristics

- Employee demonstrates strong job knowledge.
- Employee demonstrates strong work ethic.
- Employee demonstrates strong understanding and commitment to compliance with all University policies and procedures.
- Employee demonstrates effective communication skills. (In-person, phone, email, Instant Messenger etc.)

Off-Site Workspace

- The proposed work space is free from distractions that compete with job duties.
- The proposed work space can be closed off from the main part of the house to maintain a distraction-free environment.
- The proposed work space can ensure the confidentiality of University information accessed.
- The employee-owned technology (Computer, phone, Internet connection, Fax. etc.) meets or exceeds the requirements of the position.

Eligibility

- This procedure applies to Full-time, permanent exempt employees only.
- Telecommuting agreements may be terminated without cause by either party with a minimum of three days' notice.
- Telecommuting proposals are reviewed on a case-by-case basis and are approved or denied at the sole discretion of the Director of Human Resources. Not all work situations are suitable for telecommuting and not all proposals will be approved.
- All telecommuting arrangements will be reviewed annually in conjunction with the employee's annual performance review.

Schedule

- Telecommuting describes a routine schedule of work performed at an alternate (off-site) work site. Telecommuting does not include intermittent, occasional working from home as pre-approved by a supervisor.
- Hourly employees must not work more than 40 hours per work week unless a prior arrangement has been made with their supervisor.
- The employee agrees to remain accessible during designated work hours and understands that Upper Iowa University has the right to modify this agreement on a temporary basis as a result of operational necessity.

Supplies and Equipment

- The Employee is responsible for providing all supplies and equipment, including technology, required or necessary to complete the functions and responsibilities related to his/her position.
- The University will not automatically provide special equipment for the employee's off-site workspace. The University may allow, at its discretion, University equipment to be temporarily located in the employee's off-site workplace.
- All University data is to be stored only on the University network and is not to be stored on personal computers, flash drives, or other mobile devices. Doing so will result in immediate termination of the telecommuting agreement and the employee may be subject to discipline up to and including termination.
- The employee understands that the contents of his/her personal computer are subject to subpoena, if the computer is used for work purposes.
- There will be no University support provided for employee-owned technology.
- The Employee is responsible for purchasing and maintaining adequate security and anti-virus software as prescribed by the University ITS department.

Liability

Employees are liable for:

- Any intentional damage to the University-owned equipment.
- Damage to University-owned equipment resulting from gross negligence by the employee, any member of the employee's family, or guest of the household.
- Damage to all personally owned property and equipment used in conjunction with the telecommuting arrangement.
- Any personal income tax implications resulting from working at a home workspace.
- All costs related to readying their alternative work space for telecommuting including but are not limited to furniture; electrical work; heating and cooling costs; in-house wiring; telephone expense and all Internet Service Provider (ISP) charges.
- Costs associated with all telephone services to the telecommuting site.
- Hardware and software used by the telecommuting employee.

Upper Iowa University is liable for:

- The loss of and damage to or theft of University property, except for that which is the result of willful or negligent acts of the employee.

Confidentiality

- The employee is responsible for the confidentiality of University data created at the alternative work place.
- The employee must immediately inform his/her supervisor of any potential or actual confidentiality breaches that happen as a result of working in an alternative work place.
- For work that has security/confidentiality issues, passwords for computer access must be established.
- Backups of data should be performed on a scheduled basis and stored at the regular University worksite.
- Employees will take all precautions necessary to secure proprietary information and prevent unauthorized access to any University system from their alternate worksite.

Other acknowledgements

- The employee must report any work-related injuries to his/her supervisor at the earliest reasonable opportunity.
- The employee is responsible for establishing and maintaining safe and healthful working conditions in their off-site workspace. Employees may request assistance in determining whether their workspace is safe and healthful from the University which may include assistance from the Department of Labor.
- The employee will be covered by worker's compensation laws for all work-related injuries that occur in the designated off-site workplace during the telecommuter's defined work period. Since workplace and home may be one and the same, worker's compensation will not apply to non-job related injuries that may occur in the home. The University is not liable for any injuries to family members, visitors and others in the employee's home or off-site workspace.
- The employee understands that he/she is responsible for any tax consequences, utility bills (including telephone) and ISP costs.
- The employee understands that he/she is responsible for complying with local zoning requirements.

TRAVEL

- The employee is normally covered by the University when traveling for an authorized, job-related purpose on days the employee is working away from the regular worksite. The employee is not covered by the University when commuting to and from work on days the employee is working at a University worksite.
- Travel expenses between a telecommuter's home and the primary work location shall be considered commute mileage and is not subject to reimbursement.

WEATHER EMERGENCIES

A telecommuter who is scheduled to be working at home of a day that is declared to be a weather emergency at Upper Iowa University is expected to work at home as scheduled.

INVENTION/COPYRIGHT

In the absence of a formal written agreement to the contrary, any copyrights arising from the work of the employee, even those performed while telecommuting, are the property of the University.

SUPERVISOR REQUIREMENTS

- Review and support of employee telecommuting proposal if and only if all conditions set forth in this procedure are met and supervisor fully believes telecommuting is in the best interest of the University.
- Maintain consistent and continual communication with telecommuting employees.
- Establish and oversee work output requirements as well as ensure accountability for compliance with productivity standards and University policies and procedures.
- Provide telecommuting employee with performance reviews as required by University policy and procedure
- Minimum annual review of viability of telecommuting arrangement.
- Supervisors must designate the telecommuter's primary work location for travel expense reimbursement purposed. This must be documented in the telecommuting agreement.

ESTABLISHING A TELECOMMUTING AGREEMENT

1. Employee prepares and submits formal telecommuting proposal to supervisor after which the employee and supervisor discuss the possibility of telecommuting for the employee.
2. Supervisor and employee complete the University's Telecommuting Request Form to document the viability of the requested telecommuting request.
3. If telecommuting is determined to be feasible, a Telecommuting Agreement Form is completed by the employee and his/her supervisor.
4. The properly completed form is provided to the department's supervisor, Vice President & Director of HR for additional review and approval. The Executive Director of ITS should be consulted if there are IT related concerns prior to the final approval of the agreement.
5. If the proposal is not approved, the employee will be notified by his/her supervisor.
6. If the proposal is approved by all parties, a copy of the agreement is given to the employee and sent to Human Resources for filing in the employee's record.
7. The approved telecommuting arrangement is implemented.
8. The telecommuting agreement is reviewed before its expiration date.
9. If telecommuting is determined to be unsuccessful, the agreement shall be terminated in accordance with this procedure.
10. If the telecommuting agreement is determined to be successful, the agreement is eligible to be extended until its next review.

APPROVED BY

President's Council (PC)

ADMINISTERED BY

Human Resources

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