

## TELECOMMUTING FOR STAFF

Augsburg University considers telecommuting an alternative work arrangement which in certain circumstances could benefit the staff member and the University.

Telecommuting is a work arrangement in which part of a staff member's regularly scheduled work is performed at an off-campus location, which could include the home, an off-campus office, or an alternative location.

Telecommuting may be appropriate for some staff members and positions. It is neither an entitlement nor a benefit. Telecommuting does not change the basic terms and conditions of employment at Augsburg University. Staff on a telecommuting arrangement are expected to maintain their regularly scheduled work hours and availability while telecommuting. All University employees, including telecommuters, are subject to University policies and adherence to the Augsburg University Employee Handbook.

Telecommuting is not appropriate for all staff or positions. Generally, requests to telecommute should NOT be allowed when:

- The nature of the job requires the staff member's physical presence (e.g. they regularly greet visitors on-site, or must supervise others), or efficiency is compromised when the staff is not present.
- The staff member's performance evaluations or observed productivity do not indicate sustained high performance.
- The staff member requires close supervision or direction from others on-site.
- The staff member has received corrective action or has an attendance problem.

### Guidelines for Telecommuting

1. The telecommuting request will be evaluated according to specific criteria. The manager will work with Human Resources to evaluate suitability of a telecommuting arrangement. The request will be evaluated, paying particular attention to the following areas:
  - The staff member has demonstrated sustained high performance, and the manager believes that the employee can maintain the quantity and quality of work while telecommuting.
  - Quality of service can be maintained for students, staff, faculty, and other members of the University community.

- Telecommuting is appropriate considering the nature of the staff member's job and the needs of the department.
2. Approved telecommuting arrangements will start on a trial basis with ongoing evaluation of effectiveness, performance, and productivity. The manager will complete an evaluation and make recommendation for continuance, modification or termination of telecommuting. Telecommuting agreements should be reviewed by the manager at least annually.
  3. Telecommuting is not to permit staff to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements for the University may be cause for corrective action up to and including termination.
  4. Staff must establish an appropriate work environment within their home for work purposes. Augsburg University is not responsible for costs associated with the setup of the employee's home office, nor will it be responsible for repairs or modifications to the home office space.
  5. Telecommuting is not a replacement for appropriate child or dependent care. Staff are expected to work in a location free of distractions from other family members.
  6. The manager and staff member will agree on the number of days of telecommuting allowed each week and the work schedule the employee is expected to maintain. The staff member must be accessible by either phone or e-mail within a reasonable time period during the work schedule.
  7. Equipment supplied by the University will be maintained by IT. Equipment supplied by the staff member will be maintained by the staff member. Augsburg University accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the University should be used for University business purposes only, and should not be used by anyone other than the employee. The employee should take precautions to protect equipment from damage or theft. Upon termination of the telecommuting arrangement or termination of employment all property must be returned to the University.
  8. The staff member is responsible for transporting University-owned equipment to the University for maintenance. The University will not reimburse the employee for travel expenses to and from campus nor for any home related expenses (internet service, utilities, etc.)

9. Telecommuting staff are expected to ensure the protection of proprietary University information accessible from their home or remote office. This includes, but is not limited to, locked file cabinets, regular password changes, and any other steps appropriate for the job and environment.
10. Injuries sustained by the staff member while at the alternate work location and in conjunction with the regular work duties may be covered by the University's Workers' Compensation policy. The staff member is responsible for notifying the University of an injury within 24 hours. The individual employee is responsible for injuries sustained by visitors to their site.
11. Telecommuting staff who are non-exempt and paid hourly will be required to record and submit all hours worked. Hours worked in excess of 40 hours per week are overtime and require the advance approval of the manager. Failure to comply with this requirement can result in corrective action and the immediate termination of the telecommuting agreement.
12. The telecommuting arrangement may be discontinued at any time by the staff member or the University. Effort will be made to give notice of such a change to accommodate issues that may arise from such a change. There may be instances, however, where an immediate change is required and no notice is possible.

