

## **SAINT FRANCIS UNIVERSITY TELECOMMUTING POLICY**

### **DEFINITION**

Telecommuting is a temporary work arrangement that allows administrative and staff employees to work at home for some of their regularly scheduled hours. Saint Francis University recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both Saint Francis University and the employee. Telecommuting on a full-time basis will be reviewed and approved on a case-by-case basis. Certain positions or responsibilities do not lend themselves to telecommute. Telecommuting is not an entitlement; it is not a university-wide benefit; and telecommuting in no way changes the basic terms and conditions of employment with Saint Francis University. Employees are subject to University policies and procedures while telecommuting. This policy does not apply to faculty.

*Regular telecommuting* – the employee will have a set schedule as determined by the department supervisor.

*Occasional telecommuting* – the employee's schedule will be determined by the department supervisor and the employee.

### **ELIGIBILITY AND RESPONSIBILITIES**

Employees for telecommuting arrangements must:

- possess good time management and organizational skills
- be able to work independently and be self-motivated
- have no documented disciplinary action or attendance problems
- be able to continue a normal workload
- be available to attend scheduled meetings and participate in trainings at the employee's home office, as needed, with the employer notifying employee with a 12-24 hour notice for meetings, trainings, etc. to be held on campus
- forward office telephone to their off-campus telephone number or check office voicemail throughout the day
- provide telephone and internet service
- respond to emails or other communication modes in a timely manner determined by supervisor and employee
- be available during "core periods" of the day – 9:30 am to 11 am and 1:30 pm to 3:00 pm
- use vacation, sick and /or personal time when wanting relieved of at-home work duties
- be responsible for borrowed University hardware while telecommuting

Telecommuting is not available when:

- employee is on approved FMLA (Family Medical Leave), medical disability, or any other medical related issue
- employee works at other jobs or to run their own business

- employee needs childcare

## GENERAL PROVISIONS

- A. Conditions of Employment** – While telecommuting, the employee’s conditions of employment shall remain the same as for non-telecommuting employees, including wages, benefits, and leave accrual.
- B. Dependent Care** – Telecommuting is not a substitute for childcare or other dependent care. Telecommuters shall make or maintain childcare or dependent care arrangements to permit concentration on daily work assignments.
- C. Home Worksite** – While telecommuting, a dedicated workspace that is quiet, clean and safe, with adequate ventilation and lighting will be established and maintained within the home. The telecommuter will not hold business visits or meetings with professional colleagues, members of Saint Francis University staff, or the public at the home worksite unless approved in advance by the employee’s supervisor.
- D. Incidental Costs** – All incidental costs, such as residential utility costs or cleaning services, are the responsibility of the telecommuter.
- E. Inclement Weather** – If the primary worksite is closed due to an emergency or inclement weather, the supervisor will contact the employee. A campus-wide email and RAVE alert will also be issued to all employees. The telecommuter may continue to work at home. If there is an emergency at the telecommuting site, such as a power outage, the telecommuter will notify the supervisor as soon as possible. The telecommuter may be reassigned to the primary worksite or an alternate worksite.
- F. Inspections** – In case of injury, theft, loss, or tort liability related to telecommuting, the telecommuter must allow agents of Saint Francis University to investigate and/or inspect the telecommuting worksite.
- G. Intellectual Property** – Products, documents, and records developed while telecommuting are the property of Saint Francis University.
- H. Office Supplies** – Saint Francis University shall provide any necessary office supplies. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed.
- I. Performance and Evaluations** – The supervisor and telecommuter will formulate objectives, expected results, and evaluation procedures for work completed while the employee is telecommuting. The supervisor will monitor and evaluate performance relying more heavily on

work results rather than direct observation. The supervisor and telecommuting employee will meet at regular intervals to review the employee's work performance.

- J. Policies** – Saint Francis University's policies, rules and practices shall apply at the telecommuting site. Failure to follow policies, rules and practices may result in termination of the telecommuting agreement and/or disciplinary action.

#### **TELECOMMUTING REQUEST/APPROVAL PROCEDURE**

The employee, along with their supervisor, requesting telecommuting for both routine and random schedules will meet and complete a Telecommuting Feasibility Assessment. The employee and supervisor will then review and complete a Saint Francis University Telecommuting Agreement. This form is to be signed and dated by the employee, the supervisor, and the department head or designee. An electronic copy will then be submitted to the Director of Human Resources for review. The HR Director will approve or deny the request after discussion with the appropriate Vice President. A copy of the agreement will be placed in the employee's personnel file.

#### **OTHER REQUIREMENTS/RESTRICTIONS**

Saint Francis University has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason. The employee and the Department Head will be notified of the cancellation or suspension.

#### **INSURANCE**

The University assumes no liability for injuries occurring in the employee's home workspace outside the previously agreed-upon work hours. The University's worker compensation is not applicable to employees that are injured when they deviate from their work responsibilities and/or during off hours. Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home. For the employee's protection, employees should have their homeowner's/tenant's liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home.