



Telecommuting Policy

NAME:	Telecommuting Policy
ISSUING DEPARTMENT	Human Resources
ISSUED DATE:	TBD
REVIEWED DATE:	June 12, 2020
APPROVING AUTHORITY:	Cabinet
DATE REVISED:	

PURPOSE

This policy sets forth guidelines and procedures for administering a telecommuting arrangement for employees whose responsibilities can be accomplished outside of the University office at an alternate work site for a partial or full work week. University needs and demands are the priority of this working arrangement. Telecommuting arrangements can be established for either a temporary or ongoing period and are at the sole discretion of the University, subject to change at any time.

SCOPE

This policy applies to non-faculty employees.

Standards of Participation

1. The employee and supervisor/manager must agree that the nature of the work is conducive to a telecommuting arrangement. Not all employees will be eligible to telecommute.
2. The employee must have received at least a 'Meets Expectations' rating on the most recent performance appraisal.
3. The employee cannot have received any disciplinary actions or been placed on a performance improvement plan within the last 12 months immediately preceding the telecommuting request.
4. The employee must have successfully completed probationary requirements and have completed a minimum of 12 months of service. This standard may be waived with written approval of the President or Vice President.

Procedures and Requirements

A. General

1. All attachments of this procedure must be completed and approved by the employee, supervisor/manager, Vice President/President and Human Resources, prior to the start of a telecommuting arrangement.
2. University operational needs take precedence over telecommuting arrangements. The employee must remain flexible and may be required to forego telecommuting if needed in the office, or elsewhere, on a regularly scheduled telecommute day.

3. The supervisor/manager or Vice President/President may terminate the telecommuting agreement at any time if the employee's performance is not satisfactory or if the arrangement fails to support organizational needs.
4. The telecommuting arrangement must be reviewed to ensure that work standards are being met and updated on at least an annual basis.

B. Work Assignments and Supervision

1. The criteria for evaluation of the employee's performance shall be the same as it is for on-site employees. The employee's work status, job duties, and responsibilities remain essentially unchanged. As applicable, the University may require additional duties of the employee, including periodic written reports to the supervisor/manager regarding work progress and deliverables.
2. The employee remains obligated to comply with all University policies, practices, and procedures, including the safeguarding of confidential information. The employee has the responsibility for maintaining the security and confidentiality of files, data, records, and other information that are at, or accessible from, the alternate work location.
3. The employee must be accessible and available during regular working hours while telecommuting, except during periods of approved leave. The employee will be directed on modes of communication to be used during the telecommuting arrangement (i.e., telephone, fax, VPN network access, email, etc.). The employee may also be required to grant calendar access to the supervisor/manager or others upon request.
4. The employee agrees to make family care arrangements as if working on-site and further agrees family care or other non-work obligations will not interfere with the employee's work performance and safety obligations as outlined in this policy.
5. Employees at alternate work sites or telecommuting will continue to be covered by and expected to abide by all existing Board of Governors and University policies and regulations, including but not limited to hours of work, safety, security, confidentiality, use of Commonwealth equipment, standards of conduct, and the prohibition on conducting personal business during work hours.
6. Employees are not eligible to telecommute during periods of Family Medical Leave (FMLA), medical disability, or any other medical-related leave. Employees must be available and working at the remote work location as if they were working at the on-site location.
7. The employee is required to attend all meetings, either remotely or in person, as determined by the supervisor/manager. Commuting expenses between the employee's remote work location and the on-site location will not be reimbursed.

C. Work Space and Equipment

1. A designated remote work space shall be identified and maintained by the employee that is conducive to working and free of hazards. The employee agrees that the supervisor/manager or designee reserves the right to visit the remote work location to ensure compliance and safety.
2. Office supplies will be provided. Unless pre-authorized, employees will not be reimbursed for out-of-pocket expenses for office supplies or any other expense, except as provided for, by, and in accordance with, existing travel and procurement policies.

3. The employee will provide telephone, fax, and internet service (as applicable) at their own expense. These services, including telephone charges, are not reimbursable.
4. Employees will be required to follow all PASSHE security and data confidentiality policies and procedures, and state and federal laws to protect System data. VPN access and required software will also be provided as necessary. Any equipment that is used by an employee (personal or University resources) is subject to e-discovery and Right-to-Know requests.
5. The employee is required to notify the supervisor immediately of any university equipment, software, or internet connection malfunction or failure, or as to any theft or loss of equipment. In the event of such, the department may, at its discretion, supply the employee with temporary replacement equipment or require the employee to report to the University work site until the problem can be resolved.
6. All equipment, supplies, and other property provided by the University is provided exclusively for use by the employee. It may not be used by any person other than the employee, including household members. It is understood that such equipment, supplies and other property are the sole and exclusive property of the University and subject to the same business and proper use of technology as if it were located on-site.
7. Personal tax implications related to the alternate work site shall be the employee's responsibility.

D. Conditions of Employment and Pay Status

1. All employment responsibilities and conditions (i.e., compensation, benefits, leave, rights, and privileges, and disciplinary procedures) apply at the alternate work site.
2. The employee agrees to abide by the work schedule set forth by the supervisor /manager. Requests for leave will be handled the same as if the employee was working at the University.

E. Work Site Safety, Occupational Injuries and Illnesses

1. The alternate work location is an extension of the University therefore the telecommuting employee is covered by workers' compensation insurance during the course and scope of employment, during the approved work schedule, and in the designated work location. The University assumes no liability for injuries that occur outside of the designated alternate work area or outside the employee's normal work schedule. The employee is responsible for immediately informing their supervisor/manager and the Human Resources Office of any work-related injury or illness.
2. To ensure safe working conditions exist, the University reserves the right to make on-site inspections of the alternate work location, and will provide 24 hour notice to the employee of such visit, when possible.

F. Security

1. Restricted-access materials shall not be taken out of the office or accessed remotely via computer unless approved in advance by the supervisor/manager.
2. Employees are responsible for ensuring that non-employees do not have access to University files, records, or data in print or electronic format.

ENFORCEMENT

Employees found to have violated this policy will be subject to disciplinary action based on the nature of the offense up to and including termination of employment.

FORMS

Employees participating in a telecommuting arrangement must complete the following documents:

1. Telecommuting Agreement Form
2. Worksite Safety Checklist
3. Employee/Supervisor Checklist
4. Additionally, employees utilizing their own personal equipment must comply with the Bring Your Own Device (BYOD) Policy.

RESPONSIBILITY

It is the responsibility of Human Resources to update and implement the policy.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page and Human Resources web page.