

# Emergency Temporary Telecommuting Guidelines for Employees

*University Open; Remote Work Recommended*

In light of the current global health emergency, the following temporary guidelines have been put into effect.

**We are open and recognize some employees may be eligible to work from home.** An employee's eligibility will be determined by VPs, deans, and vice provosts. These decisions will be final and not grievable. **Please note that these temporary telecommuting guidelines are only for the current global health emergency, and will not be an ongoing telecommuting policy. This policy is effective through June 30, 2021. If this policy is no longer applicable prior to June 30, 2021, the university will provide 30 days notice to impacted employees.**

## Who can work remotely?

In general, employees whose job duties (or temporary job duties) are determined by their VP, dean or vice provost, to be portable and can be performed at home. They must also have access to the Internet and a computer. In rare cases, VPs, deans and vice provosts may determine if there is meaningful work that can be done without the use of a computer.

## Telecommuting Expectations and Guidelines

If it has been determined that you are eligible to work remotely, you must abide by the following expectations.

### You must:

- be available and on call for communication and contact during your scheduled work hours
- be available to interact with UofL community/customers during normal working hours, if required
- track **all hours** worked and meal breaks (if non-exempt)
- request supervisor approval in advance for any overtime hours (if non-exempt)
- be able to periodically report to your worksite (if appropriate and necessary, i.e. to print paychecks, check mail)
- safeguard UofL issued equipment, as well as sensitive and confidential information
- not take procurement cards or university issued credit cards home
- not make any purchases without pre-approval from your supervisor (i.e. office supplies)
- request supervisor approval to use any sick, vacation or other leave in the same manner as if working onsite
- contact your supervisor if you have a work-related injury while working remotely (supervisor must follow process to submit required forms on <https://louisville.edu/riskmanagement/workerscomp>)
- use university issued devices for business related purposes only

When an employee is using their personal vehicle for official university business, the employee's automobile insurance is primary. For more information, visit <https://louisville.edu/policies/policies-and-procedures/pageholder/pol-vehicle-use> under **Personal Vehicles Used for University Business**.

## Working remotely with computers

In most cases, working remotely will require the use of a computer. UofL issued computers are recommended when available over personal devices. However, if you are responsible for sensitive information (such as HIPAA, FERPA, PII, PHI, etc.), you will be required to use university computers or have remote access to your personal device established by ITS. Support and information on working remotely is available from ITS at <https://louisville.edu/its/tech-support/working-remotely>. Any questions about device security should be directed to ITS Helpdesk at (502) 852-7997.

## When the university returns to normal operations

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