

<b>Policy Recommendation:</b>	<b>Telecommuting Policy 9.8.17</b>
<b>Description of Policy:</b>	Telecommuting is an opportunity for an employee to perform their job at a remote location (usually home) rather than their current office location. Telecommuting is a benefit the University offers and is not an entitlement for any employee. Telecommuting is not to be confused with UL policy PER-4.02 Hours of Work and Flexible Scheduling Guidelines in which the employee works at their office location only.
<b>Staff Senate Committee:</b>	PED
<b>Red Book References:</b>	Chapter Five: Staff Organization and Personnel Policies. The University’s Climate Action Plan Progress Report notes the University is implementing. It states “although no specific initiatives, though this is generally accepted practice”. The initiative as worded is “encourage more use of flexible schedules and telecommuting for employees whenever possible.” Since this is an initiative, it is recommended HR enact policies to provide guidance.
<b>Institutional Benefits:</b>	<ul style="list-style-type: none"> <li>• A Telecommuting and Flexible Schedule policy easily fits into the following 21st Century Initiatives: Equity, Fairness &amp; Recognition, Goal 1: Enhance campus climate.</li> <li>• Documented studies of increased employee productivity, morale and retention</li> <li>• Not as much need for parking spaces</li> <li>• Green footprint – less gas, pollution, etc. (see University’s Climate Action Plan Progress Report)</li> <li>• Reduction in office overhead expenses</li> <li>• See two example publications</li> </ul>
<b>Policy Bullet Points:</b>	<ul style="list-style-type: none"> <li>• Voluntary and up to the reporting Department to approve</li> <li>• Criteria for Consideration <ul style="list-style-type: none"> <li>○ The position should not be dependent on face-to-face access to others or physical materials found only at the work site</li> <li>○ Identify areas of adverse effects on the work unit if this position telecommutes</li> <li>○ Character/dependability/ability to work independently of staff member requesting telecommuting</li> <li>○ Length of time in position with University and satisfactory job appraisals</li> <li>○ If more requests received than can be accommodated, the requests will be considered first by job duties and then by employee seniority</li> </ul> </li> <li>• Telecommuting agreement – items to specify <ul style="list-style-type: none"> <li>○ Reason for telecommuting</li> <li>○ Expectations of duties</li> <li>○ Work hours and location</li> <li>○ How work hours are to be tracked/submitted</li> <li>○ HR policies (sick leave, vacation, FMLA, Workers Comp, etc)</li> <li>○ Length of agreement</li> <li>○ Supervisor review/evaluation to ensure expectations are being met (specify annually, semi-annually, etc.)</li> <li>○ Process of who and how this agreement can be terminated</li> </ul> </li> <li>• Specify equipment needed and if this equipment is to be provided and maintained by the University</li> <li>• Ensure UL IT policies are in place and being adhered to</li> </ul>