# SU Telework Guidelines

Salisbury University supports telework as a potential option for employees where an employee’s position is suitable for a telework arrangement and is requested by the employee or the supervisor. A telework arrangement must benefit the employee’s department, as well as the overall business operations and interests of the University.

Telework is not a right for employees, and is not possible for all positions. The employee’s supervisor is responsible for identifying which jobs are suitable for teleworking, regardless of the type, and must define the circumstances under which they are to be performed. Approval of a proposed telework arrangement is made by the division vice president.

The following information provides insight into telework and the factors that must be considered before a SU Telework Agreementis approved.

### ****What is telework?****

* **Telework is w**ork by an Eligible Employee who is approved to work in a Remote Workplace. Telework does not include site visits or attendance at meetings away from the employee’s Main Workplace or Remote Workplace that are part of the employee’s regular job duties.
* **Main Workplace** is the employee’s usual and customary work site, generally at the University campus or a satellite location.
* **Remote workplace** is a work site other than the Main Workplace location, including the employee’s home, a non-campus office, or a telework center (facility that offers office- like workstations and electronic equipment that may be used by State agencies to house teleworking employees).
* **Telework** is not working at home after hours (for example, to write reports or to catch up on email).
* **Telework** is not a substitute for childcare, elder care, and/or any type of caregiving; the employee must continue to procure child or dependent care to the same extent as if the employee was working from the University worksite.
* **Telework can be requested by the employee or supervisor but, must be approved or denied by an employee’s supervisor and the Division Vice President**. A Telework Agreement can be suspended or eliminated at any time by the supervisor or the employee.

### ****What are the benefits of telework?****

* Greater work efficiency and productivity resulting from fewer interruptions and/or disruptions that are typical at the Main worksite.
* Supports continuity of operations by making working remotely a practiced routine in case a campus emergency prevents workers from being able to access their worksite.
* Staff may save time and money, and also reduce carbon dioxide emissions and pollution due to a reduction in commuting.

### ****How does an employee or supervisor know if telework is an option?****

* The employee should review their position description to fully understand all of the duties and responsibilities of the job. A position suitable for telework has documented duties and responsibilities that can be performed effectively outside the Main Workplace.
* The employee’s position must be deemed suitable for telework by their supervisor or manager. The nature of their work, the scope of responsibility, the impact to co-workers and the overall operation of the unit, as well as other factors, will determine whether or not their position is suitable for telework.
* The employee must have successfully completed the required probationary/trial period for their current position (unless working off-site or remotely is part of their position description on file in HR); must have worked in the current position/classification for a minimum of twelve (12) months; must not currently be subject to active discipline; and must have received a rating of **Meets Expectations** in all categories on their most recent performance evaluation.
* Typically, positions that include a high level of customer contact or work that requires employees to be on-site for significant portions of the day are not suitable for telework.
* Supervisors must be confident that the employee is fully capable of efficiently and effectively working remotely, and that the employee’s performance, including time worked and recorded during the telework period can be effectively evaluated.

### What other factors need to be considered regarding telework?

* Employees are responsible for having an appropriate work area when teleworking – free from hazards to the employee.
* Employees are expected to ensure the confidentiality and security of all information and data with which they are working. Employees who handle sensitive information (such as student or employee names, addresses, University ID numbers, financial or other personnel data) should be extremely careful about transporting such information between home and the office, as well as safeguarding such information while working remotely.
* The University is not responsible for any equipment costs associated with teleworking, but may provide necessary equipment at the discretion of the department.
* Expenses for office supplies should be discussed prior to finalizing the telework arrangement and prior to any purchase. All supplies must be purchased in accordance with SU policies..ork. The University is not responsible for any costs associated with the remote worksite, unless required by law (ex., telephone, internet).
* If an employee is injured in the course of doing their job, including if the employee is teleworking, the employee may be eligible for workers’ compensation.

### How does an employee request telework?

* Employees should speak with their supervisor in person about their interest in a telework arrangement. The discussion should include: the suitability of their position, their eligibility, and their ability to work remotely successfully, including meeting deadlines and timely completion of deliverables. The Office of Human Resources (HR) is available to assist with questions about how to create the SU Telework Agreement.
* Draft a proposed plan, schedule, and time frame (short or long-term) including how they will be accessible (to include time worked/recorded), communicate effectively, what type of work and/or deliverables will be accomplished while working remotely, and how these factors will be effectively evaluated. This will be reviewed by the Division Vice President

### Can a telework request be denied?

* Yes, a telework request can be denied for many reasons including but not limited to:
  + Supervisor, Department Head/Chair, the Dean or Division Vice President determines the position is not suitable for telework
  + Employee has not completed probation period
  + Employee is not in good standing
  + Supervisor determines employee/position needs on-site supervision
* Every supervisor, Department Head/Chair, the Dean or Division Vice President has the right and responsibility to determine what is best for the department, overall business operations, and the best interests of the University. **Again, telework is not an entitlement for employees; it is not a guaranteed work arrangement.**

### What steps are taken once telework has been approved by the Division Vice President?

* Employee is given the Telework Agreement to review.
* The employee and supervisor determine the telework schedule, including days, hours, and duration of the arrangement. Expectations around communication, deliverables, work flow, work quality, work quantity, and effective evaluation of overall performance are outlined and attached to signed agreement. The Telework Self-Certification Checklist will be completed by the employee, returned to the supervisor and attached to signed agreement.
* An effective start date is determined and both the employee and supervisor sign the Telework Agreement.

Signing the Telework Guidelines means that it has been reviewed and agreed upon by the undersigned parties and they agree to abide by the guidelines for telework at SU. A signed copy will be given to the employee, employer, and a copy will be attached to the Telework Agreement and placed in the employee’s departmental record.

**Employee/Teleworker**:

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor:**

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_