

SALISBURY UNIVERSITY

TELEWORK POLICY

I. POLICY STATEMENT

As a student-focused Maryland institution of higher education, Salisbury University (“SU” or the “University”) is committed to the physical presence of faculty and staff on campus and at SU satellite locations as the optimal means for providing exceptional educational experiences, related services and activities, curricular and extracurricular opportunities, and in order to fulfill the University’s commitment to engaging with and serving the surrounding community and the region.

Telework is a viable work option that can foster productivity and alternative means of collaboration, allow for greater flexibility of University physical space, and produce savings in the use of energy, thus serving the interests of Salisbury University, its employees and the environment. However, telework is not an entitlement or a University benefit, and shall be considered in conjunction with the best interests of our students and the University more broadly.

II. PURPOSE

The University has established this Telework policy and procedures to provide for possible alternative work arrangements for Eligible Employees to work at Remote Workplaces under circumstances that are identified and approved by the University. Telework typically means using telecommunications and other technology to work at a location away from the Main Workplace.

III. DEFINITIONS

- A. Main Workplace. The employee’s usual and customary work site, generally at the University campus or a satellite location.
- B. Remote Workplace. A work site other than the Main Workplace, 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).
- C. Telework. Work 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.

- D. Eligible Employee/Teleworker. A faculty or staff member whose job functions, as determined by the employee's supervisor, can be performed effectively from a location other than the Main Workplace. Contractual I (C-1) employees are not eligible. Eligible employees must meet the requirements of Section VI below.

IV. PROCEDURES

- A. The supervisor may propose to the division Vice President that a position is suitable for Telework. A position's suitability for Telework includes but is not limited to:
1. The best interests of the University; and
 2. The reasonable potential for the work duties associated with the position to be performed effectively outside the Main Workplace; and
 3. The position's requirement for face-to-face contact with other employees, students, clients, and members of the public can be replaced by telephone, virtual applications, and/or e-mail communication without loss of effectiveness or productivity; and
 4. The Eligible Employee's Telework arrangement shall not inequitably increase the workload of other employees; and
 5. The Telework arrangement shall not excuse or inequitably exclude an Eligible Employee from work activities at the Main Workplace (e.g., meetings); and
 6. The Eligible Employee's work output and performance, including time worked and recorded during Telework periods, can be effectively evaluated.
- B. An Eligible Employee who is interested in Telework shall contact their supervisor. The supervisor has the sole discretion to propose a Telework agreement to the division Vice President through the reporting structure of that division.
- C. The Telework agreement will be effective only upon approval by the division Vice President. The Telework agreement must be reviewed at least once annually by the division Vice President and the supervisor.
- D. The employee's Telework agreement may be revised or rescinded by the supervisor, the head/chair of the department, the Dean or the division Vice President at any time, with or without cause, by providing the employee with at least ten (10) business days notice of the revision or rescission of the Telework agreement.
- E. The approval, denial, or cessation of a Telework arrangement cannot be grieved

under any University, USM or other employment grievance policy.

- F. Telework may not be approved for a non-exempt employee unless the employee acknowledges that shift differentials are not available for Telework (unless an employee is eligible for such prior to a telework request), and any overtime must be approved in advance by the employee's supervisor.
- G. At the discretion of the supervisor, a Teleworker may be required to relinquish or share office space as a condition of Telework.
- H. With approval of the supervisor, head/chair of the department, Dean, and respective division Vice President, employees not normally eligible for Telework may do so in a nonrecurring situation where Telework will benefit the operations of the University. In such situations, Telework for the employee shall not ordinarily be longer than two (2) pay periods in duration.

V. APPROVAL OF TELEWORK

- A. Administrative unit supervisors will be responsible for ensuring that approved Telework schedules adhere to University Policy and support University operational needs. Administrative units may wish to coordinate Telework schedules to maximize space sharing or utility reduction.
- B. Eligible Employees are not authorized to regularly Telework from a Remote Workplace that is outside the state of Maryland without the approval of the division Vice President and in consultation with the Office of Human Resources.
- C. An Eligible Employee must:
 - 1. Not be in a probationary/trial period; and
 - 2. Must have worked in their current position/classification for a minimum of twelve (12) months; and
 - 3. Must not currently be subject to active discipline; and
 - 4. Must have received at least "Meets Expectations" in all categories on their most recent performance evaluation.
- D. Having a "Meets Expectations" rating does not guarantee an employee the option of Telework.
- E. New employees who do not have any performance rating may be considered for Telework at the discretion of the division Vice President.

- F. The confidentiality or security protocols required of a position may impact whether the position is suitable for Telework
- G. Attendance at the employee's Main Workplace for on-site meetings and similar activities may be required on scheduled Telework days at the sole discretion of the supervisor. Where practical, the supervisor should give an employee reasonable notice of required on-site activities.
- H. Teleworkers are required to obtain supervisory approval for the use of leave during Telework hours in the same manner as required for in-person work hours. For non-exempt employees, this includes time away from work that is not a work or lunch break.
- I. Any changes to the conditions of a Telework agreement, including but not limited to a relocation by the employee to a different Remote Workplace, must be disclosed and approved by the division Vice President.

VI. TELEWORKER RESPONSIBILITIES

- A. Teleworkers are expected to adhere to all requirements set forth in this Policy and the scheduling expectations set forth in the employee's executed Telework agreement.
- B. Teleworkers must comply with all SU and University System of Maryland policies as if the employee were working at the Main Workplace.
- C. Teleworkers are subject to the same conditions of employment, policies, and performance expectations that apply to employees who do not Telework.
- D. Remote access to SU confidential data or sensitive information must be through approved campus secure connections only. Teleworkers must consult with the Office of Information Technology for information on remote access and appropriate IT security requirements.
- E. Teleworkers are responsible for maintaining the security and confidentiality of SU documents and equipment that are in the possession of Teleworker anywhere other than the Main Workplace.
- F. Teleworkers who are issued SU equipment are required to comply with all rules applicable to the use and maintenance of SU property.

VII. LIABILITY FOR INJURIES

- A. The Teleworker or someone acting on the Teleworker's behalf is required to immediately notify the employee's supervisor of any accident or injury that occurs at the employee's Remote Workplace.
- B. SU is not liable or otherwise responsible for damages to the Teleworker's personal or real property while the employee is working at the Remote Workplace, except to the extent required by law.
- C. SU will follow its policies regarding reporting of injuries for employees injured while at work.

VIII. RESPONSIBLE DEPARTMENT

Questions or concerns regarding this policy and/or its applicability should be referred to the Human Resources Office via email at humanresources@salisbury.edu or by phone at 410-543-6035.

Effective Date: March 2020

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