

DEPAUL UNIVERSITY



TELEWORKING GUIDELINES

Summary

This document establishes the administrative guidelines for effective teleworking arrangements at the university. Its intent is to support teleworking, either on a partial or full-time basis, in order to: 1) sustain high levels of operational continuity across the university, 2) sustain the hiring and retention of a highly qualified workforce, and 3) enhance personal flexibility and balance for employees.

Scope

These guidelines affect the following groups of the University:

- Full-time Staff
- Part-time Staff
- Full-time Faculty
- Part-time Faculty
- Student Employees

Guidelines

DePaul University (“University”) may consider teleworking to be a viable alternative work arrangement in cases where individual and job characteristics are suited for such an arrangement. Teleworking allows an employee to work at an identified alternate location for all or part of their regular workweek. Teleworking is not a university-wide benefit; however, it may be offered for some employees and some jobs at the discretion of the University. Teleworking is not a term or condition of employment and teleworking arrangements are subject to review, modification, or termination at any time. Teleworkers are subject to the same policies, duties, obligations, and codes of conduct outlined in University policies.

Alternate Location

The teleworker must advise the University of their alternate work location. If the teleworker’s alternate work location should change for any reason, the teleworker must immediately inform their manager.

Work Schedule

The teleworker and manager will agree on the number of days of teleworking allowed each week, the work schedule the teleworker will customarily maintain, and the manner and frequency of communication. The teleworker must be accessible by phone, email, video conferencing software (e.g., Zoom, Microsoft Teams), or instant messaging during the agreed upon work schedule as set forth in the Teleworking Agreement. The teleworker may be required to work on-site or at other locations on certain days, as business needs dictate.

Service Protocols and Procedures

Teleworking must be transparent to our students, employees, business partners, and the public. Service protocols and procedures applicable in the office are similarly applicable while the teleworker is working at the alternate location.

Performance Expectations

The teleworker is expected to perform all work duties and assignments in accordance with annual goals and performance standards. In the event the teleworker is not meeting performance expectations, corrective action up to and including termination of the arrangement or employment may occur. The University has the discretion to vary performance expectations and job responsibilities to facilitate teleworking arrangements.

Time Reporting

Teleworkers who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by the university. Hours worked in excess of those specified in the telework schedule will require the advance approval of the supervisor. Failure to comply can result in the immediate cessation of the teleworking arrangement.

On-Site Closings

Teleworkers are not affected by an on-site closing due to emergency or weather-related conditions unless their ability to complete work is interrupted. For example, a teleworker is expected to work even if the on-site office is closed due to adverse weather, if the needed systems are operational.

Office Supplies and Technology

Supplies that are required to complete assigned work at the alternate work location should be obtained during campus office visits or through the university's centralized procurement resources.

Employees and managers should work together to determine the most appropriate computer for the employee's work needs from DePaul's standard computer offerings. When choosing a specific computer, keep in mind that Information Services has ensured that all hardware purchased by DePaul is compatible and will operate effectively in the University's environment. Laptops, docking stations, monitors, headsets, keyboards and mice can be requested via the [Employee Computer Request forms](#) on the Service Portal. For considerations regarding the use of computers and laptops when teleworking, please [review these guidelines](#).

The teleworker must provide an inventory of all equipment provided by the University and must take appropriate action to protect the items against unauthorized or accidental access, use, modification, destruction, or disclosure. Teleworkers are required to report instances of loss, damage, or unauthorized access to the University at the earliest reasonable opportunity.

Teleworkers are responsible for damages to University-owned equipment which occur as a result of the teleworker's negligence, or intentional misuse. In such case, the teleworker may be required to pay for damages to equipment and their telecommuting arrangement may be forfeited, and the teleworker may be otherwise subject to corrective action, up to and including termination of employment. All University-owned equipment and property must be returned to the University in good working condition within 48 hours upon request, including but not limited to, such cases as a teleworker's extended illness, leave of absence, promotion, transfer, resignation, termination, or if the teleworking arrangement ceases.

When working remotely, a high-speed Internet connection should be used. If applicable, your wireless network must be secured appropriately with WPA2 or better encryption and strong (12 character or better) non-default passwords. For financial considerations regarding personal internet access when teleworking, review the [University's Guidelines for Business Use of Personal Cell Phone and Internet Access](#).

The University assumes no responsibility for the damage, repair, maintenance, or replacement of personal equipment or furniture owned by the employee.

In the event of the failure or malfunction of University-owned equipment, teleworking employees must notify their manager and the Information Services Help Desk.

Workspace

Teleworkers must establish a separate, designated work area at their alternate location. During regularly scheduled work hours, teleworkers should maintain a professional work environment. The work area should be located away from household activity and should be ergonomically appropriate.

Teleworkers should utilize the ergonomics materials available on the Environmental Health & Safety site when establishing and maintaining their alternate location workspace. Click here: <https://offices.depaul.edu/environmental-health-and-safety/ergonomics/office-ergo/Pages/default.aspx> Teleworkers may also request an ergonomics evaluation by clicking on

the following link: <https://offices.depaul.edu/environmental-health-and-safety/forms/Pages/ergo-evaluation.aspx>

The University will not be responsible for costs associated with the workspace such as remodeling, the purchase of furniture or installed lighting, or for repairs or modifications to the alternate location. Teleworking may not be feasible if the employee's proposed alternate location lacks an appropriate, designated workspace.

Privacy/Security

Teleworkers are responsible for protecting proprietary University information that is accessible from their alternate location. The University reserves the right to monitor the electronic activities of teleworkers on University time for business purposes only. Business purposes may include productivity, safety, and security issues related to the University.

DePaul's Information Security team provides guidance and resources regarding computer and network security related issues; for details, visit security.depaul.edu or the [Service Portal](#) for more information. Additionally, please see some [helpful tips](#) on working remotely in a secure manner.

Dependent Care

Teleworking is not a replacement for appropriate childcare, elder care, or other dependent-related arrangements during scheduled work hours. The focus of the teleworking arrangement must remain on job performance and meeting organization demands. If dependent children or elders are in the home during scheduled work hours, there must be someone present to care for them other than the teleworker.

Safety

Teleworkers must observe state and federal OSHA standards and review and adhere to University safety policies while participating in teleworking. Teleworkers should also review the Injuries & Prevention Checklist. Click on the following link: <https://offices.depaul.edu/environmental-health-and-safety/ergonomics/injuries-and-prevention/Pages/preventing-injuries.aspx>

Workers' Compensation

Teleworkers are covered by the University's workers' compensation insurance for work-related injuries that occur only in the designated work area during designated work hours and that result directly from the teleworker's work for the University. Teleworkers are responsible for reporting any work-related injury to the Office of Public Safety at (773) 325-7777 as soon as practicable. Teleworkers are responsible for any injuries sustained by others at the alternate work location.

Official Notices

Teleworkers will continue to have access to all official statutory notices that are posted in on-site locations. Teleworkers should periodically review the notices as a condition of their teleworking arrangement. If teleworkers have questions about the notices, they should contact Human Resources at hr@depaul.edu

Relocation

The decision to relocate away from the Chicago area is a personal one. There will always be an expectation of an employee's availability for occasional or regular on-site meetings, events, or short/long term projects. These expectations are subject to change over time, as needed for university operations, including termination of the teleworking arrangement. As with all decisions about where to live and work, employees should evaluate the time and costs associated with their work commute.

Employees should also be aware that where an employee chooses to reside will affect the local, state, and federal taxes to be paid. The University will not provide tax guidance and will not assume any additional tax liabilities as a result of a teleworking arrangement. A tax professional should be consulted to determine how the relocation will affect an individual's tax situation.

If an employee moves out of the state of Illinois, it is critical that they contact Payroll (payroll@depaul.edu) to ensure BlueSky reflects the correct information for proper tax withholding.

Employment at Will

Neither the teleworking guidelines, nor the execution of a teleworking agreement, should be construed as a contract of employment with University. The University may discontinue the teleworking arrangement, at will and at any time.

Teleworking Procedure

1. Employees and managers with an interest in exploring a teleworking arrangement must thoroughly review the Telework Guidelines to ensure a mutual understanding of how the arrangement will continue to meet productivity and performance expectations.
2. Employees who have authorization to telework must have the arrangement documented in a Teleworking Agreement.
3. The Telework Agreement is coordinated through the unit or department that employs the teleworking employee.
4. All Telework Agreements must be approved by the unit head (Vice Presidents and Deans), following consultation with the division heads (President, Provost, and EVP)
5. Telework Agreements must be kept current, must be electronically or manually filed by the unit head, and must be available for review upon request, if needed.

Contact Information

These guidelines were developed by the Office of Human Resources. Any questions or concerns with these guidelines can be directed to Human Resources at (312) 362 -8500 or hr@depaul.edu

Appendices

Please refer to the [Teleworking Agreement Form](#) which accompanies these guidelines.