

## Telecommuting Guidelines and Procedural Checklist for Managers

Telecommuting allows employees to perform a portion of their job responsibilities at an alternative work site while maintaining a full-time employment schedule. The employee's duties, obligations, responsibilities and conditions of employment with the University remain unchanged when the arrangement involves only a change in work location.

The decision to permit an employee to telecommute is at the discretion of the employee's manager and is informed by the nature of the employee's position and the feasibility of performing the role successfully in an alternative environment. A telecommuting arrangement is most appropriate for a position that has clearly defined tasks, measurable work activity, and does not require the employee to be present in the office during all normal business hours. Based on business necessity, a manager may decide to not permit telecommuting at a department-wide or college-wide level.

Below are guidelines and a procedural checklist to assist managers in reviewing and approving a telecommuting request.

**Before approving a telecommuting arrangement consider the following:**

- Determine that it supports the department, college and university's goals, including cost effectiveness, excellent service, and high productivity
- The impact on the equitable work distribution, productivity, and communication needs among colleagues.
- Appropriate performance standards and measures will need to be in place
- Established means of supervision, communication, and systems of accountability
- Consult with Employee Relations if the telecommuting arrangement is being considered as an accommodation for a medical condition or disability

**Duration of Telecommuting Arrangement:**

- Short-Term (up to 3 months)\*                       Long-Term (3-12 months)\*

\*Must consult with Human Resources. A telecommuting arrangement may be extended upon review by the manager and employee in conjunction with Human Resources.

<b>Steps for Review and Approval of a Telecommuting Arrangement</b>	<b>Completed</b>
Employee will submit a written request for a telecommuting arrangement that includes a sample schedule and explanation of the method that will be used to provide required services or work product.	<input type="checkbox"/>
Review the request and determine if there is a business case for the requested arrangement. Is the arrangement feasible based on the type of work, need for supervision, technology requirements, communication and work flow requirements, and required presence in the office?	<input type="checkbox"/>
Determine, with the employee, the following: <ul style="list-style-type: none"> <li>a. Duration and schedule of the telecommuting arrangement</li> <li>b. Performance standards and measures</li> <li>c. Methods and expectations of accessibility, communication, and accountability with management and co-workers while telecommuting</li> <li>d. Technology requirements (telephone, voicemail, computer, internet, etc.)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

e. Notification of attendance at any required on-site meetings or events	<input type="checkbox"/>
f. Maintaining the security of work related materials including documents saved on a computer or taken off-site and safe destruction of confidential work-related documents. Refer to the university's Information Security Policy and the additional technology related information within the Telecommuting policy.	<input type="checkbox"/>
Consult with Human Resources if a short or long-term telecommuting arrangement is requested.	<input type="checkbox"/>
Provide rationale for the approval or denial of the telecommuting arrangement.	<input type="checkbox"/>
If the telecommuting arrangement is approved, the manager must then approve the employees plan for the work site. The plan must include at a minimum: address of the work space, description of the location (e.g. residential, office building etc.), inventory of office equipment, square footage dedicated to work space, and photos of the work space.	<input type="checkbox"/>
The work site is subject to physical inspection by DePaul University and any agents acting on behalf of DePaul University.	<input type="checkbox"/>
If approved, document the details of the telecommuting arrangement, including maximum length of time and equipment needs.	<input type="checkbox"/>
Ensure the Employee Telecommuting Request form is completed with appropriate signatures including administrative or academic officer approval.	<input type="checkbox"/>
Submit completed Employee Telecommuting Request form to the Human Resources Benefits Department.	<input type="checkbox"/>
Maintain documentation on file within the department and have available to Human Resources upon request.	<input type="checkbox"/>
Arrange any technology or equipment requirements.	<input type="checkbox"/>

### Manager Responsibilities

- Reiterate to the employee that the same standards of performance will continue to apply.
- Inform the employee that there may be mandatory on site meetings or other occasional on site events that will require the employee's attendance, regardless of the telecommuting arrangement.
- Establish a periodic review of the telecommuting arrangement.
- Review and track accurate time reporting (including work time, overtime, vacation time, and sick time).
- Ensure the employee is complying with all safety policies and procedures. The manager must immediately report employee safety concerns or injuries/accidents to the appropriate DePaul office (e.g. Insurance & Loss Prevention, Human Resources, Public Safety, etc.)
- Instruct employee that telecommuting work must be conducted only from pre-approved work site and never while in transit to and from the work site.
- Inform employee he/she is responsible for insuring all equipment, not owned by DePaul University, used for telecommuting. The University will not be responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's residence.

A telecommuting arrangement can be discontinued by management with a four week notice when possible, though an immediate and unanticipated operational need may require the immediate suspension of the telecommuting arrangement. The dissolution of a telecommuting arrangement by a manager should be based upon employee performance or the operational needs of the unit, and the rationale should be communicated to the employee in writing. An employee may also request that the arrangement be discontinued.