

**Proposal for addition/revision of University Regulation.**

1. Regulation(s) involved (*type, number, subject*): **New Policy 5-140: Telecommuting Policy for Staff Employees; Telecommuting Guidelines.**

2. Responsible Policy Officer (*name & title*): **Loretta Harper, Vice President for Human Resources; Lorris Betz, Senior Vice President for Health Sciences; or their designees.**

3. Contact person(s) for questions & comments (*name, email, phone#*): **Tom Loveridge, tom.loveridge@utah.edu or 801-581-3296.**

4. Presenter to Senate Exec (*if different from contact person. name, phone#*):

5. Approvals & consultation status.

a. Administrative Officers who have approved (*VP/President, name & date*): **Loretta Harper, 02/14/11; Lorris Betz, 7/22/11**

b. Committees/Councils/other Officers consulted: **Council Academic Deans 05/06/11, U of U Staff Council 04/10/11, Hospital HR 12/21/10, Legal 04/14/11, IPC 01/18/11.**

6. Check **YES** or **NA** (not applicable) of documents submitted--- (*In digital form. Preferred file format MS Word doc. Special exception allowed for PDF format if previously arranged.*)

**Yes** Explanatory memorandum (*key points of proposal, rationale*).

**Yes** VP/Presidential approval signatures/email (*separate sheet, or affixed to memo cover*).

**Yes** Text of proposed Regulation addition/revision.

**Yes** (If revision of existing Regulation) text changes are *clearly marked*, using

*permanent font markings (not MS Word 'Track' Changes non-permanent markings).*

Date submitted to Senate Office: **August 8, 2011**

*The Executive Committee will consider whether the proposal is ready for presentation to the full Senate, and if so will schedule it for a subsequent Senate meeting either as i) a matter of academic significance-- set on the "Intent" & "Debate" Calendars over two monthly meetings with final "approval" voting at the second, or ii) not academically significant—set on the "Information" Calendar for a single monthly meeting, with opportunity for questions and recommendations. See Policy 1-001*

*<http://www.regulations.utah.edu/general/1-001.html> ; Rule 1-001 <http://www.regulations.utah.edu/general/rules/R1-001.html>*

*; Senate procedures <http://www.admin.utah.edu/asenate/index.html> . Further information-- Senate Office: Nancy Lines 581-5203 [nancy.lines@utah.edu](mailto:nancy.lines@utah.edu).*

To: Tom Loveridge, Assoc. VP for Human Resources

From: Chris Bone, Director, Employee Relations

Date: February 14, 2011

Subject: Telecommuting Policy Summary

As you know, last November we developed a set of Telecommuting Guidelines as a resource for managers and employees. They are currently posted on the Human Resources web page. However, to have these guidelines included as a part of the University's Regulations Library, it needs to be attached to a policy. Therefore, I have drafted a new Telecommuting Policy which outlines in very broad strokes our approach to how managers may want to implement such an arrangement. The more detailed useful information is in the guidelines.