Policy 5-140: Telecommuting for Staff Employees

I. Purpose and Scope

To provide guidance to University Departments and Staff Employees regarding telecommuting at the University of Utah.

II. Definitions

For the purposes of this Policy, these words and phrases have the following meanings:

A. Telecommuting: A flexible work arrangement that allows a staff employee to work at home or elsewhere for part, or all of, their regular work schedule.

B. Telecommuter: A staff employee of the University who has been approved for alternate work arrangements, other than working from the primary office.

III. Policy

A. Telecommuting is a management option for an alternative work arrangement. Typically this means working from telecommuter’s residence or other location away from the office environment where the telecommuter’s work position is located.

B. Telecommuting is neither a universal employee right nor a universal employee benefit.

C. Telecommuting arrangements may be mutually agreed to by the telecommuter, department manager and a higher-level supervisor (Director-level or above) and may be discontinued by the University at any time.

D. Telecommuting may be used as an option when appropriate to the particular needs of the department and telecommuter or under special circumstances such as a pandemic or natural disaster.
E. Managers are responsible to develop a means of evaluating employee hours worked and work performance and holding telecommuter accountable for the output and quality of work expected.

IV. Rules, Procedures, Guidelines, Forms and other Related Resources

A. Rules (reserved)

B. Procedures (reserved)

C. Guidelines (reserved)
   1. G5-140: Telecommuting Guidelines

D. Forms (reserved)

V. References

(reserved)

VI. Contacts

Acting as the Policy Owner the Director of Employee Relations for Human Resources is responsible for answering questions and providing information regarding the application of this policy.

Acting as the Policy Officers, the Vice-President for Human Resources (or designee) and the Senior Vice-President for Health Sciences (or designee) are responsible for representing the University’s interests in enforcing this policy and authorizing any allowable exceptions.

VII. History

Current Version Revision 0. Effective date October 11, 2011

Background information for Revision 0