

Telecommuting Arrangement Decision Guide

In accordance with [HR0480 -Work Schedules](#), alternate work schedules, such as telecommuting arrangements, may be developed and approved by the University which accommodate both the business needs of the University and, as feasible, employee requests. Occasional or ongoing telecommuting arrangements may be established by the Unit Head subject to the review and approval of the appropriate Division Head/Vice Chancellor and Human Resources.

Types of Telecommuting Arrangements

1. Occasional Telecommuting Arrangement: An occasional telecommuting arrangement may be requested by the employee to accommodate a personal need to be away from their on-campus work location for a temporary period, typically no longer than 1-3 business days in duration. Examples of employee requests that may represent consideration of an occasional telecommuting arrangement may include the

- (1) temporary need to care for self or others due to a temporary illness or injury,
- (2) a temporary need to travel for personal reasons, or
- (3) the need to handle other personal affairs

in which the employee is capable of working from a remote location for some or all hours in their assigned work schedule. Occasional telecommuting arrangements must be approved in advance by the supervisor following an evaluation of the essential functions of the position and determination that permitting such functions to be performed remotely for a temporary period is in the best interest of the University.

2. Ongoing Telecommuting Arrangement: A regular or ongoing telecommuting arrangement is a work arrangement approved in advance in which employees regularly work for at least part of their work hours at an alternative location. Employees who regularly telecommute for all or part of their work schedule will require a documented Telecommuting Arrangement Agreement approved by the Unit Head, appropriate Division Head/Vice Chancellor, and Human Resources. Ongoing telecommuting arrangements will require an evaluation of the position's essential functions and determination that permitting such functions to be performed remotely for an ongoing period is in the best interest of the University. Ongoing telecommuting arrangements may include:

- (1) alternating schedules of remote and on-campus work to enable use of shared workspaces on campus that maximize space and sustainability efforts,
- (2) alternating schedules of remote and on-campus work that supports unit business needs,
or
- (3) a full-time remote work schedule that supports unit business needs

Guidelines for Determining Eligibility for a Telecommuting Arrangement

These Guidelines are intended as a short-hand reference guide regarding (i) the process by which a telecommuting arrangement may be requested and (ii) the role and responsibilities of the Unit Head in that process.

For purposes of these Guidelines, "telecommuting" refers to any work-related arrangement the University grants an employee, including, without limitation, agreeing to allow an employee to work remotely or to have an alternating work schedule (e.g., work certain days remotely and certain days on campus).

A. University Expectations Regarding Employees Working on Campus

- Are all employees expected to work on campus?

Yes, unless a position is approved for a telecommuting arrangement pursuant to the process outlined in Section B below. Approval of telecommuting arrangements will be limited, must ensure all unit business and operational needs can be met and that such an arrangement is in the best interest of the University.

- Who determines eligibility for a telecommuting arrangement?

The Unit Head. Consideration of a telecommuting arrangement will be driven by the Unit Head's evaluation of, but not limited to, all factors outlined in Section B below. Unit Heads must seek final approval of ongoing telecommuting arrangements from next level of administration and their respective Division Head or Vice Chancellor in advance before executing such arrangements.

B. Process for Evaluating Feasibility of a Telecommuting Arrangement

1. Telecommuting request is submitted for consideration:

- If an Employee desires to seek a telecommuting arrangement, the Employee must submit a request for consideration to the Unit Head.
- Unit Heads may initiate consideration of a telecommuting arrangement for establishing alternating work schedules for positions or full-time remote work. Such requests should be submitted to next level of administration or the respective Division Head or Vice Chancellor.

Employees and Unit Heads should utilize the Telecommuting Arrangement Decision Guide found below when initiating such requests.

2. Unit Head and Division Head will evaluate eligibility for consideration of a Telecommuting Arrangement:

- Upon receipt of a telecommuting arrangement request, the Unit Head or Division Head may require additional information or documentation to justify the basis of the request.
- The Unit Head or Division Head/Vice Chancellor may engage Human Resources to provide assistance with evaluating the Employee's request and communicating with the Employee. After approval by the appropriate Division Head/Vice Chancellor, Human Resources will review and provide final approval of the request. Human Resources will provide support as requested to communicate the final decision to the Employee.
- The following factors should be considered at a minimum in determining whether to approve an occasional or ongoing telecommuting request:
 - operational needs of your unit,
 - essential functions of the position the employee(s) occupies,
 - service expectations,
 - staffing levels,
 - available resources,
 - documented work performance concerns, etc.

However, the Telecommuting Arrangement Decision Guide found below should be utilized to document consideration of all relevant job-related and business-related factors.

3. Unit Head communicates telecommuting arrangement determination:

- Unit Head communicates determination to employee.
- If an ongoing telecommuting arrangement is approved, the Unit Head should review the UTC Telecommuting Guidelines with the employee and establish a Telecommuting Arrangement Agreement Form.
- Any approved telecommuting arrangement should be considered temporary and can be discontinued at any time by administration based on, but not limited to, the consideration factors listed above.

Telecommuting Arrangement Decision Guide

Employee Name:

Personnel Number:

Position Title:

Department:

Supervisor:

Telecommuting Arrangement Request: ___ Occasional ___ Ongoing

Essential Functions of Position/Position Summary:

Consideration of an occasional or ongoing telecommuting arrangement must be made on a case-by-case basis with careful analysis of the essential functions of the position being considered and whether remote work of any nature supports the unit's business and operational needs. Although not an exhaustive list, the unit head should consider the following factors in determining if an occasional or ongoing telecommuting arrangement may be feasible:

Do the business needs of the department necessitate in-person or on-campus coverage for this position?

___ Yes ___ No Comments:

Do the essential functions of the position require an on-campus presence?

___ Yes ___ No Comments:

Does the position supervisor others?

___ Yes ___ No Comments:

Will customer service standards, including both quality and timeliness, be impacted by this role being performed remotely?

___ Yes ___ No Comments:

Can arrangements be made for technical support, data security, and personal health and safety matters at an alternate work location that meets requirements of all relevant University and UT policies?

___ Yes ___ No Comments:

Will remote work for this position place additional duties on others located on campus?

___ Yes ___ No Comments:

Will remote work create instances of overtime compensation that would not exist if the role was performed on campus?

___ Yes ___ No Comments:

Can staffing needs related to standing meetings, special events, committee work, team/project work, emergencies or unexpected departmental needs be met with remote work arrangements?

Yes No Comments:

Will telecommuting result in significant additional costs to the department, such as purchasing of equipment, etc. that would not exist with on-campus work?

Yes No Comments:

Can a telecommuting arrangement assist with space and sustainability efforts?

Yes No Comments:

Can the quantity, quality or timeliness of the employee's work be maintained or enhanced with remote work?

Yes No Comments:

Can the supervisor effectively measure and monitor performance and provide supervision for remote work?

Yes No Comments:

Can standards of communication be upheld from a remote location?

Yes No Comments:

Does the current position incumbent have a record of strong and consistent performance?

Yes No Comments:

Will the arrangement promote work-life balance, productivity and engagement?

Yes No Comments:

Is it in the University's best interest to establish a telecommuting arrangement for this position and its incumbent?

Yes No Comments:

Additional Considerations:

An employee may not be eligible to participate in a telecommuting arrangement if the employee:

- is subject to disciplinary action for performance or conduct
- has documented violation of the UT Code of Conduct
- has demonstrated diminished individual or team performance
- has violated the terms of a telecommuting arrangement

In addition, a telecommuting arrangement should not be considered if the employee:

- holds a position that involves the direct handling of secure materials or information on a daily or frequent basis
- holds a position in which the essential functions require on-campus presence on a daily or frequent basis

Recommendations and Approvals:

Unit Head Recommendation: Approve Do Not Approve

Unit Head Date

Dean/Major Unit Head (if applicable) Date

Division Head / Vice Chancellor Date

Human Resources Date