Considerations for Staff Requesting a Telework Arrangement

The foundation for successful telework arrangements are rooted in trust and active employee-supervisor communication. Before proposing or agreeing to a telework arrangement, considerations include:

- **Think critically about whether your position can effectively be performed remotely.** If you wish to develop a proposal for a telework arrangement, consider how you will address factors such as attendance at routine and ad-hoc meetings, coworker interactions and collaboration, communication with your supervisor about status and progress of your responsibilities, how you propose to remain available for communication during work hours.

- **Give thought to your professional goals.** It may be the case that a telework arrangement works well for your current position but if you are seeking promotional opportunities, how would those fit your telework plans? Does working remotely allow you achieve the level of networking and collaboration you desire?

- **Schedule.** There will need to be clarity and documentation about the agreed upon schedule so everyone is on the same page. There may be times when your presence on campus is required on a day or time when you plan to work remotely. Discuss in advance your willingness to be responsive to the needs of your supervisor and your work team, and to alter your schedule to accommodate meetings or projects. To be effective, a staff member’s telework arrangement must not negatively affect the productivity of the individual or department.

- **Remote Office Arrangements.** Staff who are at a work station other than a University facility are responsible for having a designated work area. Remote workspaces should be safe, ergonomic and promote employee well-being. Staff who require work home adjustments are responsible for any costs related to remodeling and the initial setup of designated workspace. Tax implications related to the off-site work area are the responsibility of the employee, and is advised to consult a tax professional.

- **Timecards and Absence Requests** are to be handled in the same way whether work is performed on or away from campus. As work is performed under a telework arrangement, it is important to understand that **hourly (non-exempt) and salaried (exempt)** employees are compensated differently. Hourly employees are compensated for all time they work, whether it is performed on or away from campus, and are eligible for overtime or compensatory time. Salaried employees are compensated for performance outcomes regardless of the hours spent on work. Full-time salaried employees are typically expected to maintain at least a forty (40) hour work schedule and are not eligible for overtime or compensatory time. See policy 4.15 for more information.

- **Childcare/Eldercare.** Remote work is not a substitute for childcare/eldercare. Supervisors are encouraged to allow flexibility to meet occasional needs (e.g., during illness, snow days, etc.) but staff requesting remote work arrangements are responsible for ensuring ongoing arrangements to allow for uninterrupted work time and focus. If a staff member is actively caring for a child or family member, that time is not considered work time; appropriate leave should be used during those times.
• **Trial Basis.** New telework arrangements may be agreed to initially on a trial basis. Either an employee or a supervisor may initiate discussion regarding revisions to work arrangements, including whether a staff member should return to on-campus work. The university maintains discretion and will make final decisions based on business needs.

• **Disability Accommodations** are the result of a separate process coordinated through the Leave & Accommodations Coordinator in the Human Resource Services (HRS) office. If you are seeking specific work arrangements related to a health condition or disability, see [https://hrs.uni.edu/mybenefits/disability](https://hrs.uni.edu/mybenefits/disability).