



## **Guidelines and Considerations for Telecommuting Agreements**

### **Business Issues**

- Determine if there will be a risk to department information stored on computer networks and if there will be a need to provide security, such as encryption tools.
- Consider providing a detailed description of the telecommuter's responsibilities, projects to be worked on, and the University of Arizona's ownership interest in these projects to prevent intellectual property disputes.
- Determine in advance what to do if a work-related injury occurs, and provide the name, address and telephone number of on-the-job injury contact persons to the telecommuting employee.
- Consider and document the business reasons for considering telecommuting as well as the business requirements and obligations that may conflict with a successful telecommuting arrangement.
- In case of injury, theft, loss or other liability, the telecommuter must allow agents of the University of Arizona to investigate and/or inspect the work site. Reasonable notice of inspection and/or investigation should be given to the telecommuter.

### **Logistics**

- Telecommuting is a privilege and not an entitlement.
- Consideration for telecommuting might be given to employees who demonstrate work habits and performance that confirms they are able to work independently and are self-motivated, disciplined, manage distractions and meet deadlines. Consideration for telecommuting might be given when the work in question requires minimum direct supervisor, customer contact or interaction with co-workers; the job content will not be significantly altered by telecommuting, and the costs incurred from supporting the telecommuter are reasonable in comparison to savings realized.
- Telecommuting schedules must comply with the Fair Labor Standards Act.
- A non-exempt telecommuter must obtain his/her supervisor's approval to work overtime.
- The telework schedule must provide for time at the University of Arizona work site for meetings, access to facilities and supplies, and provide for communication with employees, clients and others.
- In case of injury, theft, loss or liability, the telecommuter must allow agents of the University of Arizona to investigate and/or inspect the work site. Reasonable notice of inspection and/or investigation will be provided to the telecommuter.
- Telecommuting is a privilege and not a right. Telecommuting may not adversely affect the delivery of customer service, employee productivity, or the progress of individual or team assignments.

## **Communication**

- Telecommuting requires effort in building and maintaining communication with supervisor and colleagues.
- The telecommuter must be available by telephone, fax, pager or e-mail during agreed-upon work hours or core times of accessibility. The supervisor and employee will agree on how to handle telephone messages and incoming mail.
- The telecommuter and supervisor will use an agreed-upon method for handling long distance telephone calls.

## **Work Environment and Dependents**

- The telecommuter will not serve as primary caregiver for dependents during the agreed-upon work hours. This does not mean dependents are required to be absent from the work location during telework hours, but, rather, that they will not require the telecommuter's attention during telework hours. The telecommuter must make dependent care arrangements to permit concentration on work assignments.
- The telecommuter will maintain the designated workspace in a manner that is clean, safe and free of hazards and distractions.
- Job-related incidents or accidents that occur during telework hours are to be reported immediately to the supervisor. The University of Arizona does not assume responsibility for injury to any person other than the telecommuter at the telework site.
- Any residential insurance and utility costs that are incurred to the telecommuter are the responsibility of the telecommuter.

## **Performance and Evaluation**

- Evaluating performance will require reliance on the telecommuter's work results rather than the supervisor's observations of the employee at work.
- Employees who telecommute shall sign and abide by the telework agreement between the telecommuter and the University of Arizona.
- The telework agreement will be reviewed by the employee and supervisor during the performance review (and whenever necessary or indicated).
- Telework arrangements may be temporarily or permanently discontinued due to short- or long-term needs of the department.
- The telecommuter shall attend any job-related meetings, training sessions and conferences as requested by the supervisor. In addition, the telecommuter may be requested to attend "short notice" meetings.