



## POLICY

**Title:** Telework

### Policy Statement

The University of Vermont is a residential campus with robust in-person services and support and a vibrant campus atmosphere. The University recognizes the continuing evolution of work modes and supports telework arrangements that enhance both the capabilities of the employee and the University's ability to meet its goals and objectives, and do not detract from the University's mission or delivery of services. Telework is neither a benefit nor a right of employment and not all jobs are suitable for telework. Telework requests are reviewed on a case-by-case basis in the context of established and consistent guidelines. Telework requests are approved or denied at the discretion of the appropriate Dean, Vice President or Vice Provost and may be discontinued at any time at the University's sole discretion.

### Reason for the Policy

This policy specifies the terms and conditions applicable to work routinely performed by an employee of the University in a location other than a University owned or maintained facility.

This Policy and related University Operating Procedures (UOP) describe the circumstances where telework may be considered and provide guidance to support managers in establishing clear expectations regarding telework arrangements.

### Applicability of the Policy

This policy applies to all faculty, and to employees of the University who have successfully completed the probationary period of their current position and to those new employees and temporary employees hired into a position in which telework is part of the conditions of employment. This policy does not apply to student employees.

### Definitions

*Core Business Hours:*

The span of time designated by management during which department business operations are conducted, or for faculty, time during which teaching, advising, and other student-related or administrative activities are conducted.

*Ergonomically Correct:*

The furniture, computer and other equipment at the correct height and placement for the employee, there is adequate lighting, and the employee takes periodic work breaks from repetitive tasks.

<u>Fully Remote Telework:</u>	An arrangement for an employee to perform their regular work from a location that is not owned or maintained by the University, where the employee rarely, if ever, works onsite.
<u>Hybrid Telework:</u>	An arrangement for an employee to consistently perform their regular work both in-person and from a location that is not owned or maintained by the University (e.g., teleworking two days a week and working in-person three days a week).
<u>In-Person:</u>	Is when an employee performs their regular work from a location that is owned or maintained by the University.
<u>Non-Public Protected Data (NPPD):</u>	The same as defined under UVM's <a href="#">Privacy Policy</a> .
<u>Occasional Telework:</u>	Informal, limited time arrangements to work from a location that is not owned or maintained by the University due to a University emergency, official public emergency, worksite closures or the temporary and unanticipated needs of an employee. Occasional telework that is not directed by the University is limited to no more than two weeks, or it no longer qualifies as "occasional."

## Procedures

### **Policy Elaboration**

This policy does not apply to occasional telework that may result, for example, from inclement weather or the need for an employee to provide unanticipated, short-term, dependent care due to school closure or illness, or other instances where an employee works from a location other than a University owned or maintained facility on a time-limited basis. Managers may, in their sole discretion, review and approve such temporary telework on an ad hoc basis. This policy also does not apply to sabbaticals or leaves.

Telework is only one form of flexible work arrangements. Others may include flextime, compressed work weeks and job-sharing. Further information regarding flexible work arrangements may be found at the [Flexible Work Arrangements](#) page on the Human Resource Services website.

In some circumstances, telework may be appropriate as a reasonable accommodation for an employee with a disability. When telework is requested as a reasonable accommodation, the employee must follow the procedures to request an accommodation set out in the [Procedural Guidelines for Disability Accommodation for Employees and Applicants for Employment](#).

The expectations for telework are summarized in this policy. Additional information, clarification, and implementation specifications are detailed in [UVM's Telework University Operating Procedure \(UOP\)](#).

- Employees must adhere to all University policies, procedures, standards, agreements and regulations regardless of work location. This includes all policies related to safeguarding non-public protected data.
- Management's decision whether a telework agreement is appropriate will be based on the criteria outlined in the Telework UOP.
- Telework agreements must be reviewed at least annually. Employees may request an additional review every six months.
- Telework is not intended to permit employees to work at other jobs, to run their own businesses, or to provide full-time childcare or eldercare.

- Teleworking employees must meet the same requirements as in-person employees in terms of hours worked and time reporting. Hours worked in excess of those scheduled per day and per workweek (overtime) require the supervisor’s written pre-approval.
- Employees approved for telework must adhere to all arrangements related to core business hour availability requirements as specified in the Telework Agreement and be available during scheduled work times.
- Teleworking employees’ conditions of employment shall remain the same as for in-person employees; salary or wages, benefits and leave accrual will remain unchanged.
- Employees will not face retaliation or retribution for requesting telework or for appealing telework decisions.
- It is expected that University employees who telework will do so from within the State of Vermont, unless they have been specifically approved in advance to work outside of the state. Telework from outside the State of Vermont requires pre-approval of the relevant Dean, Vice President, or Vice Provost.
- University employees may not generally live and, therefore, telework from outside the United States. Given the legal and tax issues that arise out of international employment, any exceptions require prior consultation with the Office of General Counsel, Compliance, and Payroll and Tax Services. Exceptions also require express prior approval of the Provost for employees from units supervised by deans or vice provosts, or the Vice President of Finance and Administration for those supervised by vice presidents.
- Employees approved for telework are responsible for commuting expenses to and from any required in-person work.
- Expenses incurred for travel to Vermont from non-Vermont locations required for any in-person work will be the employee’s responsibility.
- The remote office space must be suitable for telework: the space must be safe, secure, ergonomically correct, and have consistent wireless/internet access and cell signal.
- In general, the employee is responsible to provide all home/remote worksite furniture and non-technology equipment. At the discretion of the University, the employee may be issued furniture/non-technology equipment when remote work is a condition of employment. Employees who are issued University-owned or University-managed technology equipment will execute a separate Information Security, Privacy and Confidentiality Agreement.
- The University will not pay for or reimburse rental or mortgage payments, communication/connectivity technology, maintenance or utility costs, or other home/remote location expenses.

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Unit Dean, Vice President, Vice Provost	<a href="#">Directory</a>
Labor and Employee Relations	<a href="#">Website</a> <a href="mailto:uvmler@uvm.edu">uvmler@uvm.edu</a>
Payroll & Tax Services	<a href="#">Website</a> <a href="mailto:payroll@uvm.edu">payroll@uvm.edu</a>

## Forms/Flowcharts/Diagrams

- [Telework Decision Flowchart](#)
- [Online Telework Request Form](#) - Go to the PeopleSoft login page and log into the Human Resources section

## Related Documents/Policies

- [Computer, Communication, and Network Technology Acceptable Use Policy](#)
- [Conditions of Employment](#)
- [First Report of Injury Form](#)
- [Flexible Working Arrangements](#)
- [Information Security Policy](#)
- [Information Security, Privacy & Confidentiality Agreement](#)
- [Mobile Communication Services and Equipment Guidelines](#)
- [Privacy Policy](#)
- [Procedural Guidelines for Disability Accommodation for Employees and Applicants for Employment](#)
- [Staff Handbook](#)

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About this Policy

<b>Responsible Official:</b>	Chief Human Resource Officer	<b>Approval Authority:</b>	President
<b>Policy Number:</b>	V. 7.19.2	<b>Effective Date:</b>	November 16, 2021
<b>Revision History:</b>	<ul style="list-style-type: none"><li>• V. 4.29.1/V. 7.13.1 effective December 5, 2017. Responsible official officially changed from the Vice President for Human Resources, Diversity and Multicultural Affairs to the Vice President for Finance and Administration on May 1, 2020</li><li>• V.4.34.1 effective August 26, 2021 "Telework" replaced V.4.29.1 "Telecommuting".</li><li>• V. 4.34.2 effective November 16, 2021. April 2022 interim status removed. Responsible official officially changed from the Vice President for Finance and Administration to the Chief Human Resource Officer October 3, 2022</li></ul>		

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University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).