



## **FAQs: Interim Telework Policy and Interim University Operating Procedure dated August 26, 2021**

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**1. Why are the Policy and University Operating Procedure dated August 26 titled “interim?”**

These documents have been designated as “interim” because the University’s bylaws require permanent Policies and University Operative Procedures to be approved by Executive Management. This approval has not yet been secured, but the University is not anticipating any material changes to these documents as a result of the approval process.

**2. Do the Policy and University Operating procedure apply to faculty and staff alike?**

Yes. However, Management reserves the right to make the final decision regarding teaching modality. Therefore, faculty requests for fully remote telework must complete the eform and obtain final approval from the Provost. For part-time telework agreements the modality change form will supplant the telework request process.

**3. Do these documents apply to student employees and/or temporary and post-doctoral employees?**

These documents do not apply to student employees; they should consult with their supervisors as to whether they may telework in their position. These documents do apply to temporary and post-doctoral employees.

**4. Is there a difference as to whether exempt and non-exempt employees will be eligible to telework?**

No, but please keep in mind that non-exempt employees must adhere to the work schedule established for them by their supervisor and/or manager regardless of where their work is carried out. Failure to follow directives as to when a non-exempt employee works and the number of hours they work may be subject to revocation of the teleworking agreement or discipline.

**5. Are the Policy and University Operating Procedure different for employees who are represented by a union?**

At this time, the policy and UOP apply to all represented and non-represented employees.

**6. Do I have to have a specific reason for requesting telework?**

No, but please be aware that 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.

**7. I am in the middle of my probationary period. Do I have to return to campus until I am allowed to complete the eForm upon the completion of my probationary period and my request is decided? What if I completed a probationary period in a UVM position and recently transferred to a new position?**

In neither case do you necessarily need to return to work on campus, but the answer depends upon your particular situation. Please talk this through with your supervisor. Probationary periods are in place to allow a supervisor to assess the ability of an employee to perform the job in question. If this can be accomplished remotely, telework during a probationary period is not prohibited.

**8. What if my telework request is related to my medical condition?**

If you want your medical reason to be taken into consideration, then you will need to share it as part of your telework request. If your request to telework is denied and you believe that you may be eligible to telework as a reasonable accommodation for a disability under the Americans with Disabilities Act, please contact UVM's ADA Coordinator at [accessibility@uvm.edu](mailto:accessibility@uvm.edu).

*Your supervisor may not request personal medical information. Please do not provide such information if asked and please do not volunteer personal medical information.*

**9. What if my telework request is related to the medical condition of someone I live with or care for?**

For requests to telework until the eForm is active, please make your supervisor aware of this reason for your request. The eForm will allow you to provide this information as well. Please be aware that the Americans with Disabilities Act does not allow accommodations for medical conditions concerning anyone other than the employee themselves.

**10. Will it be permissible for me to work fully remotely on a long-term basis?**

It is anticipated that this will not be the norm, though it may be considered on a case-by-case basis.

Some open positions may be posted during the recruitment process as fully remote with the expectation that they will be fully remote going forward. This information will be provided in the job posting, and an agreement will need to be signed as a part of the new hire paperwork for these positions.

**11. What if I want to work remotely only occasionally due to circumstances such as inclement weather, car trouble, family illness, etc.?**

Telework arrangements lasting less than two weeks will not necessitate a formal telework request. These arrangements can be made in consultation with your supervisor on a case-by-case basis.

**12. Who will decide whether I am permitted to telework?**

This decision will ultimately be made by the dean, vice president, or vice provost who heads your department or school. Your supervisor will provide their recommendation and any additional information that they believe should be taken into consideration in evaluating the request.

**13. What if my request is denied?**

If your supervisor does not recommend telework, this decision may be appealed to the dean, vice president, or vice provost who heads your division or school. The final decision of the dean, vice president, or vice provost who heads your division or school as to your telework request may not be appealed, though you may request a review of the decision every six months. Please be aware that UVM Management is mindful of employees' needs and wishes and will make good faith efforts to balance these considerations with university business needs.

**14. If I am permitted to telework, can the arrangement be changed or revoked?**

Yes. Your supervisor may, at any time and for any reason, revise or revoke the Telework Agreement, either temporarily or permanently; provided, however, that you are entitled to two weeks' notice of revocation of a Telework Agreement to give you time to make any alternative arrangements needed before returning to campus. Revision or revocation of a telework arrangement may be appealed to the appropriate Dean, Vice President or Vice Provost; but the decision made at that level cannot be appealed.

**15. I'm a supervisor. What tools and strategies can I employ to effectively supervise my team if they and/or I am working remotely?**

Labor & Employee Relations has a course available entitled "Best Practices for Supervisors in a Remote Environment" that can provide insight into this issue. This course will be offered on Wednesday, November 10, 2021. Please refer to [Supervision, Management & Leadership | Professional Development & Training | The University of Vermont \(uvm.edu\)](#) for more information on this course and other management courses that can help you effectively manage your team.