

## **TELECOMMUTING GUIDELINES**

The University Telecommuting Policy establishes the procedures, eligibility, requirements, criteria and responsibilities for approving requests for telecommuting.

Telecommuting is an opportunity for an employee to perform their job at a location other than the office or usual place of work through the use of computers or other telecommunications. Telecommuting is intended to create flexible work arrangements that serve both the need of the employee and their work unit.

The employee must read and understand the University Telecommuting Policy prior to signing the Telecommuting Agreement (<a href="http://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employment-and-recruitment#4-OP-C-7-B6">http://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employment-and-recruitment#4-OP-C-7-B6</a>). Guidelines for telecommuting are listed below:

Telecommuting should be voluntary.

The employee must have successfully completed their probationary period, satisfactorily meet performance standards, and not be on a performance appraisal/improvement plan.

An employee must have a current position description on file in Human Resources (less than 3 years old).

The Telecommuting Agreement must be approved by all parties prior to beginning telecommuting with specific tasks outlined by the supervisor.

The employee must adhere to all University Policies and Procedures. Failure to do so may result in termination of the Telecommuting Agreement.

Employees are responsible for complying with University guidelines, policies and procedures pertaining to outside employment and should not engage in any outside employment activities during time worked telecommuting.

Email correspondence and phone calls should not be the primary task for the telecommuting agreement.

If telecommuting is due to medical or parental leave, FMLA regulations require that qualifying events be reported to the FMLA Administrator. If the Telecommuting Request overlaps with Parental and/or Family Medical Leave, a medical clearance may be required in order to telecommute and the return to normal duties may be contingent upon medical clearance.

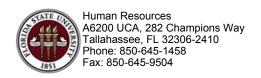
If a child or dependent is present during scheduled work hours, arrangements must be made for the care of the child or dependent and the specifics of the arrangements must be provided and agreed upon between the employee and the employee's supervisor. A copy may be submitted with the Telecommuting Agreement.

Overtime shall not be worked unless authorized in advance by the supervisor. Failure of the employee to obtain advance approval to work overtime may result in appropriate disciplinary action.

An override reason code of TELCM must be entered on the employee's OMNI timesheet along with the regular hours worked code of REGHP for all hours worked while telecommuting.

The Telecommuting Agreement may be terminated at any time by the Department and/or Human Resources.

At the end of the Telecommuting Agreement, the employee must return to normal working arrangements and schedule.



## **Telecommuting Agreement**

Employee Na	ame:							E	mp	loyee	ID	):					
Work Teleph	one:	Telephone # during remote work:															
Work Email A	Address																
Department:																	
Position Num	ber:							Job Titl	e:								
Date of Last	Position [	Descr	iption														
(must be updated if older than 3 years):																	
FLSA Status: Exempt Non-Exempt									empt								
									OPS								
Remote Work Location (include street address):																	
Explain the reason for telecommuting:																	
Will the empl											Ļ	] Yes	<u> </u>	Ļ	L	No	
(FMLA regulations require that qualifying events be reported to the FMLA Administrator)  Will a child or dependent be present during work hours?  Yes  No																	
Will a child or	: depende	ent be	e prese	<u>ent durir</u>	ng wo	ork ha	ours'	?			L	Yes			L	No	
Agreement Begin Date: Agreement End Date: (Agreement cannot last more than 12 months and must be reevaluated each 12 month period)  Telecommuting Schedule (outline daily hours for the workweek):																	
FRI	SAT	,		ÚN		MON		TU	IE WED TH					TH	HUR		
Describe the job duties and how the work will be accomplished offsite:																	
List University assets to be used at remote work location:																	
List University information systems to be accessed from remote work location:																	
List non-University equipment, software and data to be used at remote work location:																	

07/05/2017 Page 1 of 2

## I understand and agree to the following:

I have read and understand the University's Telecommuting policy and guidelines and agree to the duties, obligations, responsibilities and conditions for telecommuters described in those documents.

I agree that I am responsible for: establishing specific telecommuting work hours during which I may be reached directly; furnishing and maintaining my remote work space in a safe manner; and employing appropriate telecommuting security measures for protecting University assets, information, confidential material and systems. I verify that my remote work site provides space that is free of safety and fire hazards and I will practice the same safety habits at my remote work site that I would at the office. I understand that the University will not be liable for any claims, excluding Workers' Compensation, resulting from this arrangement.

I agree that the Telecommuting Agreement will not be a substitution for in-home child or dependent care. If a child or dependent is present during scheduled work hours, I agree to make arrangements for the care of that child or dependent. I realize I may be asked to provide a copy of the specifics arrangements with this agreement.

This is a mutual agreement made with my department and the University. I understand that the University is not obligated to approve or provide this arrangement and may at any time change any or all of the conditions under which I am permitted to telecommute or withdraw permission to telecommute.

Employee's Name (Print)			Emp	loyee's Signature
		Supervisor - 🗌 App	proved	Disapproved
Supervisor's Name (Print)			Supe	rvisor's Signature
Dea	n/Director/Depa	rtment Head - 🗌 Appro	oved [	Disapproved
Dean/Director/Department Head's Name (	Print)	Dean/Director/Depa	artment	Head's Signature
	\	/ice President - ☐ App	proved	Disapproved
	-	Appropriate \	/ice Pre	sident's Signature
A copy of this agreement will be placed in This section to				oraciii o orginaturo
	•		oroved	Disapproved
Classifica	tion/Compensat	ion Signature (Salaried	) / EDM	Signature (OPS)/
	•	aculty Development ar	nd Advar	ncement (Faculty)
			oroved	☐ Disapproved
		Telecommuting	Adminis	strator's Signature
		□ Ар	proved	Disapproved
Assistant V	ice President of	Human Resources &	Finance	and Administration
Chief of St				

07/05/2017 Page 2 of 2