Policy
Telecommuting arrangements are permitted when it is feasible that an employee can fulfill their job
duties from an alternate location and will not disrupt campus operations for the period covered by the
agreement. The decision to authorize a telecommuting agreement is at the discretion of the supervisor
and the Division Head. UW System Administrative Policy 1228 Telecommuting provides a framework for
telecommuting agreements. Employees and supervisors must refer to the UW System policy for the
minimum level of restriction. This policy does not apply to telecommuting agreements that are part of a
reasonable accommodation under the Americans with Disabilities Act of 1990 or a religious
accommodation under Title VII of the Civil rights Act of 1964.

There are three types of telecommuting:

- **Intermittent** – unplanned, can last no longer than 10 consecutive business days, does not
  require a formal written agreement and is dependent upon the mutual consent of the employee
  and their supervisor.

- **Short-Term** – an arrangement that is for two weeks or less.

- **Long-Term** – an agreement that lasts for more than two weeks, requires approval by supervisor
  and division head and meets all requirements as defined in this policy and UW System
  Administrative Policy 1228 – Telecommuting.

For Faculty and Instructional Academic Staff, an agreement is not required on commonly accepted off-
campus work practices, such as grading, class prep, online teaching, and research. If assigned or
provided access to space on campus, then that is the designated work site and no telecommuting
agreement is required. If not given a space on campus or it’s known all work will be performed from a
remote work site, then a telecommuting agreement is required.

Employees who are telecommuting will work their approved work schedule and must be available
during their normal work hours. Employees should be reachable by telephone, video conferencing or
some other form of live communication during the workday, as per their arrangements with their
supervisor and coworkers.

Those who are non-exempt must report actual hours worked and may not work overtime or additional
hours that generate night or weekend differentials, without advance approval. Differentials are not
available if the employee chooses to work into the evening or weekend for their own benefit.

Employees operating under a telecommuting agreement are subject to the same notification, approval,
and reporting requirements for sick leave or other paid time off as if working on campus.

Employees are required to certify that the remote workspace meets minimum safety requirements.
Employees must agree to comply with university rules, policies, practices, and instructions and understand that violation of such may result in the termination of the telecommuting arrangement and/or disciplinary action, up to and including dismissal.

Procedure

- An employee requesting approval of a long-term telecommuting arrangement will initiate the Telecommuting Agreement in the MyUW Portal. Tipsheets for initiating and approving the form are available for requestors and approvers.

- The supervisor will review and discuss request with employee ensuring that all aspects of the agreement are addressed. Factors to consider when determining if the employee is a candidate for telecommuting include but is not limited to:
  - Ability for the supervisor to maintain an office presence during normal business hours without the employee
  - Ability to perform job duties from a remote location, e.g., not student facing, does not provide office coverage, etc.
  - Ability to perform job duties during their approved work schedule and be available during their normal work hours
  - Ability to monitor or measure employee’s work product
  - Availability of tools for remote work, i.e., Jabber, VOIP, collaborative work forums such as Microsoft Teams, Cisco WebEx, etc. The employee must be reachable by telephone, email, and videoconferencing as a minimum.
  - Employee’s past and current job performance
  - Employee’s work skills such as time management, organizational skills, self-motivation, ability to work independently, etc.

- The supervisor will obtain approval from the Division Head outside of the electronic Telecommuting Agreement process. The decision to authorize a telecommuting agreement is at the discretion of the Division Head, subject to the review of the appropriate Vice Chancellor. Any telecommuting agreement which involves the employee working outside of the State of Wisconsin requires the approval of a Vice Chancellor. The University’s Provost shall be the decision-maker for all faculty positions, as well as all academic staff positions or other positions that are within divisions, departments or other administrative structures that ultimately report to the provost. The University’s Vice Chancellor for business and finance shall be the decision-maker for all university staff, as well as academic staff positions or other positions that are within divisions, departments or other administrative structures that ultimately report to the Vice Chancellor or the Chancellor.

- When considering requests, supervisors and Division Heads should ensure that enough staff are on campus so there is adequate office coverage during university office hours. To continue to provide a student-centered environment with significant campus presence, employees are expected to work on campus at least one workday each week. Exceptions must be requested by the Division Head and approved in writing by the Vice Chancellor.

- Approved requests must be reviewed annually and may be modified at any time by the employee’s supervisor. Agreements may be discontinued with 30 days’ notice by the employee
or the campus. This time may be shortened or extended by mutual agreement or if urgent, exigent circumstances require a shorter notice period to meet an important interest of UW System.

Related Documents
- UW System Administrative Policy 1228 - Telecommuting -- [https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/telecommuting/](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/telecommuting/)
- Tipsheet – Requestor -- [https://uwservice.wisconsin.edu/docs/publications/hr-employee-telework-agreement.pdf](https://uwservice.wisconsin.edu/docs/publications/hr-employee-telework-agreement.pdf)
- Tipsheet – Approver -- [https://uwservice.wisconsin.edu/docs/publications/hr-employee-telework-approver.pdf](https://uwservice.wisconsin.edu/docs/publications/hr-employee-telework-approver.pdf)

Authority
The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Vice Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Director of Human Resources is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Contact
Direct questions about this policy to administrative-policy@uwrf.edu.