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.

Note: Current approved short-term emergency telecommuting agreements will be allowed for the next three months but not beyond July 25, 2021. Any telecommuting on or after July 26, 2021 must be requested and approved through the *Telecommuting Agreement* procedure as identified in this policy.

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.

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.

- 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 and a significant campus presence exists to continue to provide a student-centered environment.

- 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)
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.