

# UNIVERSITY POLICY FOR HUMAN RESOURCE

## Policy No. UPHR-11

### Telecommuting

#### 1 General Information.

- 1.1 Scope: Policy governing telecommuting by classified and/or nonclassified employees.
- 1.2 Authority: n/a
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University and Marshall Community and Technical College
- 1.6 History: This policy was originally published as a Human Resource Services policy and procedure, *Telecommuting Policy*, on July 1, 2000.

#### 2 Policy:

- 2.1 Telecommuting is an employment process involving a work arrangement in which some or all of an employee's work is performed at an off-campus work site such as the home, non-Marshall University (hereinafter the University) or non-Marshall Community and Technical College (hereinafter the College) office, commercial site, customer office, etc.
- 2.2 The University and the College permit telecommuting in those situations where (a) the characteristics of the employee's job are such that it lends itself to telecommuting; (b) the work can be efficiently performed at an off-campus site; (c) standards for quantity and quality of production can be assessed and maintained; (d) significant economies may accrue to the individual or the University or College as a result of telecommuting; (e) arrangements to telecommute either as irregular episodes or as a regular process – have been approved in advance by the employee's responsible president or vice president or their designee; and (f) a copy of the telecommuting agreement has been provided to the human resources office.
- 2.3 Approvals to telecommute do not fundamentally change the basic terms and conditions of employment by the University or the College. All policies and procedures affecting employment remain in effect during telecommuting except for those determined by the University or the College to be non-applicable or those which cannot be applied and enforced.
- 2.4 A right to telecommute does not exist. All telecommuting agreements are approved and entered into by the University or the College voluntarily and electively and are at the sole discretion of the appropriate president or vice president.
- 2.5 The chief human resources officer is responsible for developing, implementing, and administering sufficient procedure to effectuate the provisions of this policy.