



Developing a Telecommuting Plan

Supervisors will work through the following questions and document responses to develop a telecommuting plan for their department. This form can be utilized for a plan with a few telecommuters or entire departments. Telecommuting plans should be updated as changes occur based upon the request of the division vice president.

1. What positions do you plan to include/exclude in the telecommuting program? What are the name of the employees you plan to designate as a telecommuter?
2. What percentage of time will your department be working onsite versus remote work?
3. What routine responsibilities/tasks can or cannot be fulfilled while working remotely and how will these impact operations or other people? What are ways to reduce the impacts?
4. How will you establish, and clearly communicate, the expectations of work that needs to be accomplished?
5. How you will communicate with your remote team members (Email, Zoom, Teams, Google Hangout etc.).

6. How will you establish and track core work hours? Will you allow flex work along with telecommuting for individual employees (i.e. flex work: 7-4 Monday-Friday, 4-10 hour days, etc.)? Note: University policies and procedures regarding vacation, sick leave, overtime and comp time still apply to telecommuting employees.

7. How will you create a protocol for managing/approving hours?

- Set communication process for discussing need for time off or other issues that will require you to be unavailable.
- If you manage non-exempt employees – please be certain they are taking lunch breaks; otherwise, they are accruing overtime.

8. What are the expectations of response time to supervisors, teammates, customers?

- What are the expectations with utilizing technology and university resources throughout the day (i.e., Active on Skype, Teams, etc.)?

9. Define check-ins

- How often (i.e., daily, weekly, monthly)
- How – Skype, Ring Central, Teams, Text, Email, Phone Call, Zoom, Google Meet, etc.
- How will you document check-ins?
 - Utilize check-in templates
- How will you prepare for and ensure timely 6-month follow up session?
 - Utilize templates and completed one-on-one check-in forms

10. How will professional development be continued?

11. Does the department have customer walk-ins? If so, what coverage is required to meet an acceptable office presence?

- Will you be breaking your staff into teams to meet office presence requirements?
- How will you schedule your teams to ensure flexibility and fairness regarding office presence/coverage?

12. How will your department foster connectedness and belonging?

13. What is your plan for the whole team to meet together face-to-face?

14. How will you communicate your telecommuting plan to your department?

15. How will you ensure your decision making for telecommuting is based on business necessity and is fair and equitable to the department employees?

Chair/Dean/Component Administrator/Department Head Signature:

Date: