



## Telecommuting Program for Staff Employees FAQ

**Q: When will the Telecommuting Program for Staff Employees be implemented?**

A: Employees may submit a verbal or written request to their supervisor January 2, 2018 or later.

**Q: What is the process for determining whether a position may be considered to participate in the Telecommuting Program?**

A: Prior to communication with employees regarding Telecommuting Program participation, supervisors will work through their chain of command through their Division Vice President to determine the positions the Division VP deems appropriate to consider for the Telecommuting Program.

**Q: How many positions will be considered and approved to participate in the Telecommuting Program?**

A: This will be determined by the Division Vice Presidents. However, the expectation is that the Telecommuting Program will be limited. The University is expecting less than 100 to be considered and less than 50 to be approved.

**Q: What positions may be considered to participate in the Telecommuting Program?**

A: Division Vice Presidents will pre-approve the positions that are eligible to participate in the Telecommuting Program for their divisions. However, in general, positions to be considered will typically be exempt professional positions that have job functions that can be performed at a remote work site without diminishing the quality of work, do not require daily presence onsite, allow for the employee to be effectively supervised and have a minimal need for specific materials and equipment onsite. Other factors to be considered are positions where the work is primarily performed electronically and have limited face to face contact with supervisors, other employees and members of the University community or the public.

**Q: What positions are likely not to be considered to participate in the Telecommuting Program?**

A: Division Vice Presidents will pre-approve the positions that are eligible to participate in the Telecommuting Program for their divisions. However, in general, positions that will generally be ineligible are those positions that require face to face contact with supervisors, other employees, members of the University community or the public and require access to information, materials or equipment that are available only onsite.

**Q: Will exempt and non-exempt positions be considered to participate in the Telecommuting Program?**

A: Division Vice Presidents will determine the positions that are eligible to participate in the Telecommuting Program for their divisions. However, in general, some exempt positions may be considered but many will not. In general, most non-exempt positions will not be considered to participate.

**Q: If my position is considered to be eligible by my Division Vice-President does that mean I will automatically be eligible to participate in the Telecommuting Program?**

A: No. A position that is eligible to participate in the Telecommuting program does not mean that all employees working in those positions will automatically be eligible to participate. Employee criteria includes those employees that have demonstrated the ability to work under minimal supervision, have demonstrated a thorough knowledge and understanding of the job duties, have demonstrated the ability to establish priorities and manage time, have access to a remote work site that is free from interruptions and those employees that have the ability to provide the necessary security to protect university equipment. Other employee characteristics that may be considered are employees that have strong written and verbal communication skills, self-discipline, willingness to work alone, a strong performance record, self-motivated and are resourceful with technology. Employees in a training phase may not be eligible to participate.

**Q: Am I eligible to participate in the Telecommuting Program if I am on FMLA?**

A: Employees on FMLA with their own full time serious health condition are ineligible to work onsite or at a remote worksite. However, employees working on an intermittent, reduced schedule or other restricted FMLA situation may be considered on a case by case basis. FMLA requests should be submitted through the Office of Human Resources to the Benefits Team. Please contact Lisa Taylor at 940-898-3542, ltaylor16@twu.edu or Angela Cagle at 940-898-3552, acagle@twu.edu

**Q: If I have a disability may I be considered for the Telecommuting Program?**

A: The Americans with Disabilities Act (ADA) or the ADAAA, does not require telecommuting as a reasonable accommodation. However, temporary and permanent reasonable accommodations may be considered on a case by case basis dependent upon the disability and the essential functions of the position. Any telecommuting arrangement request as an accommodation in accordance with the ADA will be handled outside the Telecommuting Program for Staff Employees. ADA accommodations requests should be submitted through the Office of Human Resources to the ADA Coordinator, Tony Yardley at 940-898-3563 or [ayardley@twu.edu](mailto:ayardley@twu.edu).

**Q: Will the University pay for the equipment needed for the remote work site?**

A: Telecommuters will provide their own computer, computer peripherals and internet access. Although not required, departments may choose to provide some equipment such as a desktop or laptop computer. Additionally, employees will also provide the physical labor, transportation and installation of TWU owned equipment and applications. The service desk is capable and willing to assist employees through application install questions over the phone.

**Q: Are there any other technology requirements?**

A: Yes. Employees must use university approved protective software like anti-virus software and malware protection (This is standard on TWU-owned equipment). Additionally, employees will bring TWU-owned equipment back to campus once per quarter for updates (to be scheduled through the service desk). Also, pre- approval is required for equipment and supplies to be taken offsite.

**Q: Am I required to complete an agreement?**

A: Yes, all non-medical related telecommuting arrangements for staff employees require a Telecommuting Agreement.

**Q: What is the process for a Telecommuting Agreement?**

A: Following communication from the Division Vice President regarding positions that are eligible, supervisors and employees will work together to complete the Telecommuting Agreement. Telecommuting Agreements will move through the chain of command for approval and/or denial. The Division Vice President will have the final approval and/or denial authority. All approved Telecommuting agreements must be forwarded to the Office of Human Resources to Amy Hall at [ahall@twu.edu](mailto:ahall@twu.edu).

**Q: Where can I get additional information?**

A: The telecommuting presentation for employees, the telecommuting presentation for supervisors, the Telecommuting Program for Staff Employees policy and the Telecommuting Agreement may be located here: [Telecommuting Program for Staff Employees](#). Additionally, please contact Tony Yardley at 940-898-3563 or [ayardley@twu.edu](mailto:ayardley@twu.edu) with additional questions.