

Telecommuting Guidelines

Telecommuting is an approved work arrangement, for a specified time, in which some or all work duties are performed remotely at an off-campus location (e.g., home) by an Employee. Either the Employee, the Department or Administration, may initiate a request to telecommute. Telecommuting arrangements are not permanent and subject to change.

Employees approved to telecommute are expected to adhere to the following:

- Will comply with all Federal, State, Local and/or University, policies, regulations and procedures that would apply if the Employee were working at the regular University worksite;
- Will review the University's Information and Technology Services regulations and procedures as described in the WUPRPM, Regulations and Procedures, section BB. Information and Technologies Services prior to or at the start of telecommuting;
- Hours of work, compensation, record keeping (e.g., time sheets) meal periods, breaks, requests for leave (e.g., personal and/or sick) will be followed as if the Employee were working at the regular University worksite. Non-exempt Employees will receive prior approval from their supervisor before performing any overtime work while telecommuting;
- Will establish an appropriate remote work environment to ensure reasonable safety and health standards. Any costs associated with the setup of an off campus site will be the responsibility of the Employee. Additional telecommuting costs, which may be required by the University, will need pre-approval prior to purchase. Duties will be performed in an appropriate and safe work environment. Employees will be covered by workers' compensation for job-related injuries/illness which occur in the course and scope of employment while telecommuting and are expected to follow appropriate procedures when reporting a work related injury/illness or seeking treatment;
- Employees are responsible for notifying their supervisor of any problems with connectivity and technological access needed to perform work duties.
- Ensure the protection of University property, including equipment and data. This may include, but is not limited to, locked files, regular password maintenance and other procedures necessary for the job and the environment;
- Responsible for the same performance and conduct expectations, including communications with supervisors and/or Employees whom they supervise, as if they were working at the regular University worksite and will notify supervisor promptly if there is not a sufficient amount of work to perform while telecommuting.

For additional telecommuting resources, visit: <https://washburn.edu/its/its-training.html>. Human Resources offers further online training for those who supervise telecommuters. For more information contact HRTraining@washburn.edu or call 670-1538.