August 12, 2015

SUBJECT: Employee Telework

1. **General Information.** The University of Wyoming recognizes that permitting its employees to conduct normal business operations from the home or an alternate location may, in some circumstances, be beneficial to the University’s institutional goals and objectives.

2. **Purpose.** In certain circumstances, University employees may regularly work from an approved offsite location, such as the employee’s home or a satellite office (“telework”). A University of Wyoming Telework Manual shall be developed by the Associate Vice President of Human Resources to address the requirements for telework employees and may be updated or revised from time to time by the Associate Vice President of Human Resources. This Directive does not apply to episodic or non-recurring situations where an employee may be approved to telework due to extraordinary personal or work circumstances that will benefit the University’s operations nor to telework that is provided as an accommodation pursuant to the American with Disabilities Act. This policy also generally does not apply to academic employees.

3. **Criteria.** Recognizing that there are very few University positions where it would be practical to telework on a full-time basis, there are some that could be considered on a one to two days per week schedule, and, in extraordinary circumstances, telework may be approved on a full-time basis. To be considered for approval of a telework arrangement any proposed telework employee, regardless of their classification (which includes employees who are at-will), must meet all of conditions (a) through (d) below:
   a. Have no record of disciplinary action in the six months prior to the telework agreement;
   b. Is not currently involved in any type of work or behavior improvement plan;
   c. Has been employed for at least one year with the University (unless position was designated as telework); and
   d. Has consistently met performance ratings of “Meets Expectations,” if applicable.

4. **Other Factors Considered.**
   a. Positions that have characteristics such as the following may be appropriate for a telework arrangement:
      i. Infrequent face-to-face communication requirements;
      ii. Communication can be managed by telephone, electronic mail, video conference, fax, etc.;
      iii. The employee generally works alone handling or preparing information (e.g., researching, writing, preparing reports, developing procedures, creating planning documents, analyzing statistical data, etc.);
      iv. Responsibilities have clearly defined results;
      v. Measurable work activities with objectives that have identifiable time frames and check points;
      vi. Work which can be performed without close supervision;
      vii. Minimal requirement for special equipment and/or materials in an office; and,
      viii. Sufficient portable work for the amount of telework being proposed.
b. Telework arrangements may not be appropriate for the following:
   i. The job requires the employee’s physical presence;
   ii. Telecommuting would harm the department’s efficiency;
   iii. The employee’s position requires access to confidential hard copy data or physical files, or files stored external to the University network;
   iv. The employee’s current assignment requires frequent supervision, direction or input from others who are on site;
   v. The employee’s observed productivity levels are problematic; or
   vi. The employee has received disciplinary action or has a demonstrated attendance problem.

5. **Approval Process.** The following process must be completed prior to any telework arrangement being approved:
   a. The Appointing Authority shall submit a request to the divisional Vice President for an employee to conduct University business off-site or for a position to be classified as telework eligible. The request shall include, at a minimum, the rationale for the request, work to be performed, the duration of the arrangement, how the employee’s performance will be measured, and how the job responsibilities of the position will be satisfactorily performed offsite. If approved by the Vice President, the request shall be forwarded to the Human Resources Department.
   b. The Human Resources Department shall review the PDQ or job description and request for telework in consultation with the divisional Vice President and the Office of Risk Management and Safety. For telework situations where the employee will conduct the majority of University business at a location in another state, the Human Resources Department shall also consult with the Office of General Counsel and the Tax Office in the Division of Administration.
   c. The Human Resources Department shall approve or deny the request in writing.
   d. Once a position and/or duties have been approved for telework or a request from an employee for telework has been approved, the employee shall sign all applicable forms required by the University, including a Telework Agreement. The telework employee shall also adhere to all University policies, rules and regulations, including the Employee Handbook and the University of Wyoming Telework Manual.
   e. Telework arrangements shall be reviewed on an annual basis by the divisional Vice President and the Human Resources Department.

6. **Termination.** The telework arrangement is a management option, not an employee right or entitlement. The University may terminate the telework arrangement at any time for any reason. The University may also take any appropriate disciplinary action, up to and including termination of employment, for failure to comply with the provisions of the Telework Agreement or other UW policies, rules and regulations.

Approved

Richard C. McGinity
University President

8/12/15