

North Carolina State University

University Advancement

Standard Operating Procedures

Title: Telecommuting

SOP Type (check all that apply):

- Building Communication Events Finance General Administration
 Human Resources Information Technology Marketing Membership
 State Policies Other

Original Date: June 1, 2012

Revised Date:

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1. Introduction

The purpose of this SOP is to allow departments within University Advancement to designate employees to work at alternate work locations in order to promote general work efficiencies. The decision of whether to allow a position/employee to telecommute is solely within management's discretion. Only full-time EPA and SPA employees are eligible to participate. Temporary employees are not eligible to telecommute. Supervisors may create additional guidelines. A written copy of these guidelines will be provided to the affected employees. In the event of a conflict between any such guidelines and the terms of this SOP, the terms of this SOP will control.

2. Determining if a Position is Eligible to Telecommute

In order for a position to be deemed eligible, the following criteria must be met:

- a) The work assigned to the position must be able to be moved from the central work location to the alternate work location.
- b) The work assigned to the position must be measurable and/or the performance of the employee must be determinable.
- c) The work must not require direct supervision or daily face-to-face communication with management, staff, vendors, or clients.
- d) In some cases, there may be a departmental need for the position to be eligible for telecommuting due to factors such as lack of workspace, budgetary constraints, weather, or on-site equipment availability.
- e) This determination will be reviewed on a periodic basis, at least annually.

The appropriate Associate Vice Chancellor will determine which positions in the units that he/she supervises are eligible to telecommute. The Vice Chancellor for University Advancement will determine if AVC positions are telecommutable.

3. Reimbursement for Internet Connectivity

Reimbursement of internet connectivity charges at the alternate work location will not be allowable unless the employee is specifically required by management to telecommute **and** internet use is a requirement of the job while telecommuting. The appropriate Associate Vice Chancellor must verify that the employee meets the criteria for reimbursement of internet connectivity and determine the level of reimbursement allowable in order for reimbursement requests to be processed.

4. Telecommuting Agreement

Even though a position is deemed eligible, the position may or may not have occasion to telecommute. If the position is deemed eligible and the supervisor and employee determine there is a need for telecommuting, a written telecommuting agreement must be initiated and approved. The original telecommuting agreement should be submitted to the Director of Finance & Administration Management to be kept in the master personnel file within University Advancement. The standard University Advancement Telecommuting Agreement form should be used for this purpose, and must contain signatures of the employee, his/her supervisor, the appropriate Associate Vice Chancellor, and the Vice Chancellor for University Advancement.

Terms delineated in the agreement are as follows:

- a) Policies and procedures that apply to the central workplace remain the same for telecommuting employees. Telecommuting assignments do not change the conditions of employment or required compliance with policies and rules. All leave policies are applicable regardless of telecommuting status.
- b) The amount of compensation and benefits will not change as a result of telecommuting. Tax implications of telecommuting are the responsibility of the employee.
- c) The supervisor and employee will plan telecommuting hours in advance, which in most cases would include developing an agreement on a specific schedule for each telecommuting occasion. A telecommuting employee that is subject to overtime provisions of the Fair Labor Standards Act (FLSA) will not work more than a total of 40 hours during a work week, to include telecommuting time, without prior supervisory approval. Additionally, since supervisors are required to monitor the hours of “subject” employees to ensure compliance with the FLSA, a subject employee will email his/her supervisor at the beginning and at the end of each telecommuting occasion. The employee must attach copies of these emails to his/her time sheet for the appropriate month for record keeping.
- d) The University’s liability for job-related accidents continues to exist during the employee’s approved hours at the alternate work location. The employee will report any injury immediately to his/her supervisor. The supervisor must ensure that University Advancement-owned materials, equipment, and furniture used by the employee for work-related purposes at the alternate work location comply with safety standards.

- e) University Advancement-owned property remains the property of the unit. The employee agrees to return UA property within five business days of being notified of termination of this agreement. A copy of the Home Use Authorization form should be attached to the agreement listing any equipment to be used at the alternate work location. Maintenance, repair, or replacement of equipment owned by the employee is his/her responsibility.
- f) The employee will apply herself/himself to assigned work during designated work hours while telecommuting and will not engage in activities that are not work-related. The employee is responsible for maintaining the same levels of production as if he/she were at the central work location.
- g) The employee must be able to be contacted by management and/or staff when needed. Additionally, University Advancement personnel may visit the employee's alternate work location during normal business hours with appropriate advance notice.
- h) The employee is required to have written permission from his/her supervisor to work on restricted-access information or materials at the alternate work location and shall agree to follow department-approved security procedures. He/she must take reasonable precautions to prevent disclosure of confidential information to third parties.
- i) If there might be a need to make work-related long distance calls from a privately-owned phone, the employee may request reimbursement for charges by submitting a copy of their personal phone bill with non-business calls blacked out for privacy. The employee must acknowledge in writing the purpose of the calls to receive reimbursement. No reimbursement will be made for private phone service, private equipment or cellular phone equipment or service.

5. Termination of Telecommuting Arrangement

The department may terminate the Telecommuting Agreement at its discretion if it no longer meets the needs of the department or if the employee is not performing satisfactorily.