

University Temporary Procedure
Teleworking Requests related to COVID-19: K-12 School District Remote Learning
Effective Spring 2021 Academic Semester

1. This teleworking option is a special provision and will only apply in response to local K-12 school district remote learning options in response to the COVID-19 pandemic.
2. The following dependent child eligibility rules will apply to be eligible for consideration to telework:
 - a. Dependent child for whom the employee has primary responsibility.
 - b. Dependent child must be fourteen (14) years of age and younger.
3. University departments must be able to maintain normal operations while maintaining a high level of service for visitors and customers. Therefore, immediate supervisors must use caution and discretion in approving teleworking requests so that these expectations are met.
4. The maximum amount of time an employee may request to telework for this purpose is twenty (20) hours per week for the in-session dates of the spring 2021 academic semester. Faculty would be required to be on campus for scheduled face-to-face classes, meetings and other service and job obligations
5. All normal job expectations must be fulfilled by the employee during an approved telework arrangement, which also includes being available during regular business hours for phone calls, virtual meetings, etc. The employee and supervisor should establish in writing all work expectations and responsibilities during the telework period.
6. All costs for internet, phone and office supplies related to an approved telework arrangement will be at the employee's personal expense.
7. The University reserves the right to end the telework arrangement at any time during the spring 2021 academic semester if job expectations are not being fulfilled by the employee or if University needs change. A University decision to end a telework arrangement will include a one-week pre-notification to the employee.
8. Staff employees whose telework requests are not approved or cannot telework due to the nature of their position responsibilities, would be required to use their accrued personal leave time to cover any time away from work for this purpose. Such time must be pre-approved by the supervisor.
9. Faculty employees whose telework requests are not approved or cannot telework due to the nature of their position responsibilities are expected to fulfill their responsibilities in the normal fashion.
10. Employees must submit a written request to telework to their immediate supervisor. Requests must be accompanied by a written verification from the child's school district of an approved virtual learning arrangement for the spring 2021 semester. Staff requests will require the approval of the supervisor, department administrator and division executive. Faculty requests will require the approval of the department chair, Dean and Provost. Approved requests must be sent to the Director of Human Resources for document retention.