

# **UMW Teleworking Approval Policy and Procedure**

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## **POLICY STATEMENT**

UMW considers teleworking to be a viable alternative work arrangement in cases where the job requirements are best suited to such an arrangement. UMW may designate employees to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies and meet operational needs. UMW may also designate vacant positions as “teleworking required” upon recruitment.

All teleworking arrangements, including short term for projects and medical accommodations, require the completion of a telework agreement.

The Telework Agreement is a written agreement between the employee and supervisor requiring them to adhere to applicable guidelines and policies. The telework agreement is not an employment contract and may not be construed as such. Under state policy, telework agreements may be terminated at the discretion of UMW. Advance notice to the employee is encouraged, but not required.

## **PROCEDURES**

Supervisors seeking approval for teleworking arrangements should make a written request to their cabinet vice president, addressing the areas outlined below. Only Parts A and B will need to be addressed if vacant positions are being approved as telework positions. Requests for incumbents to telework should address Parts A and B and C.

Cabinet vice presidents must note their approval on the written request. Upon receipt of this approval, the supervisor and the employee will complete the Telework Agreement with attachments A and B and obtain appropriate signatures. The supervisor will send a copy of the approved written request and the original Telework Agreement (with attachments) to OHR.

Signed Agreements with attachments will be attached to the employee’s EWP or Work Plan placed in the employee’s personnel file. Teleworking agreements should be updated no less than annually at the annual performance review.

A copy of the approved written request to make a vacant position a telework position should be placed in the recruitment folder. If teleworking is required for the position, that will be advertised and indicated in the offer letter.

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### **Initial Written Request**

Determining positions and employees that are appropriate for teleworking (DHRM Policy No. 1.61)

#### Part A

Describe how teleworking supports job requirements and operational needs.

#### Part B

Please explain how the position meets the following criteria:

- Requires independent work
- Can adequately meet customer service standards
- Results are measured in specific, quantifiable work product
- Can be monitored by output, not time spent doing the job
- Work is portable and can be performed effectively away from the office
- Work away from the office will not adversely affect the performance of others
- Privacy and confidentiality can be adequately assured
- Technology needed can be provided
- Will not incur costly duplication of resources to support

#### Part C

Please explain how the employee meets the following criteria:

- Demonstrated ability to work productively on their own
- Is self-motivated and flexible
- Is sufficiently knowledgeable about the job
- Is dependable and trustworthy
- Has above average performance records
- Is organized
- Has demonstrated good communication skills and follow through