



November 18, 2005

MEMORANDUM

TO: HR Representatives

FROM: Mark Walters
Steve Lund

RE: Telecommuting Policy

The campus has been working on a telecommuting policy for all classified and academic staff for the last few years. Based on input provided by various groups and the review of current practices, the attached telecommuting policy has been finalized.

It is not the intent of this new policy to either limit or expand telecommuting utilization on campus. The intent is to provide guidelines for employees and managers when telecommuting options are being considered. It is our view that decisions in this area will primarily be made at the local level with proper consideration of costs and telecommuting appropriateness. The ability to telecommute should not be considered an employee right or an employer tool for reward.

In all cases, except when telecommuting is a condition of original employment, the telecommuting agreement can be ended by either the employee or management. It is our expectation that current telecommuting activity should be formalized under the guidelines of this new policy when a natural employment event occurs (e.g., employee evaluation, job security exercise, etc.). Any new agreements from this point forward will need to be executed through the standards within this policy.

Please have any questions about telecommuting within your units be directed to you. If you have any subsequent questions, please contact your APO or CHR representative depending on the employment types involved.

Office of Human Resources

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