

Telecommuting

Original Implementation: January 29, 2019

Last Revision: None

Purpose

The purpose of this policy is to establish guidelines for utilizing a telecommuting option for staff employees at Stephen F. Austin University (SFA) that optimizes costs, increases effectiveness and allows for efficient use of SFA resources and time.

Definitions

Telecommuting is an option for performing the employee's job duties and tasks at a remote work location rather than traveling to SFA facilities. The employee performs their job duties and interacts with other SFA employees using advance technology.

Remote workplace is a location other than SFA premises, where telecommuting employees utilize technology to perform their job duties and communicate with other employees.

General

Telecommuting is not an SFA job entitlement. It is an option that must be requested by an employee, reviewed and approved by the department head, human resources, vice president and the president. Employees must complete and submit a Telecommuting Request form and, if approved, a Telecommuting Agreement. The criteria used by the approvers to determine if the position is appropriate for telecommuting includes but is not limited to the following considerations:

1. The job duties of the position can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of the department.
2. The confidentiality of information connected to the position and the ability to maintain confidentiality at a remote location will not be compromised.
3. A supervisor must have the ability to establish work expectations and a method to measure employee productivity.
4. A supervisor must establish the amount of time the employee is required to physically interact with other SFA staff.
5. A justification that provides a benefit to SFA, its customers, and other department employees.

The criteria used by approvers to evaluate an employee requesting consideration for a telecommuting option include but is not limited to whether the employee:

1. Consistently demonstrates satisfactory performance as noted on their last performance evaluation.
2. Demonstrates the ability to work with minimal supervision, ability to establish priorities and manage time effectively, and thorough knowledge of telecommuting work tasks.

3. Provides a remote workplace at which SFA equipment and work related materials will be safe and where required job duties can be performed.
4. Complies with the university's policy on Ethics (2.6).
5. The employee's supervisor must ensure that the appropriate type of secure equipment and software necessary to perform the job is used. When SFA equipment, software, and supplies are used, personal use is restricted. If the telecommuting employee will be working with or dealing with category 2 or higher data, the employee must utilize the SFA VPN to work with the data.

The following constraints apply to the employee's telecommuting work hours.

1. Telecommuting employees will work hours that comply with the work hours established by policy for all SFA employees as stated in Working Hours and Holidays policy (12.24). The employee's schedule must be approved by his or her supervisor and must meet the operational needs of SFA.
2. Telecommuting employees are not eligible to claim or earn state compensatory time unless it is approved by the president in compliance with Texas Government Code, 659.018b.

A telecommuting agreement can be terminated at any time at the discretion of the supervisor for unsatisfactory performance, failure to adhere to SFA policies and procedures, disciplinary action, when no longer beneficial to SFA, and any other relevant reason.

Cross Reference: Tex. Gov't Code §§ 658.010, 659.018b; Ethics (2.6); Overtime and Compensatory Time (12.14); Working Hours and Holidays (12.24); Acceptable Use of Information Resources (14.2).

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Request for Approval of Telecommuting form and Telecommuting Agreement form are available on the human resources website.

Board Committee Assignment: Academic and Student Affairs