POLICY SUMMARY FORM

Policy Name: Telecommuting

Policy Number: 11.27

Is this policy new, being reviewed/revised, or deleted? New

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Vice President of Finance and Administration

Purpose of Policy (what does it do): The policy outlines the guidelines for requesting and approving a telecommuting agreement.

Reason for the addition, revision, or deletion (check all that apply):

☐ Scheduled Review   ☐ Change in law   ☐ Response to audit finding

☐ Internal Review   ☒ Other, please explain: Requested by management.

Please complete the appropriate section:

Specific rationale for new policy: To allow the option of telecommuting to be utilized by management when it is in the best interest of SFA.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Anthony Espinoza, Chief Information Officer, Information Technology Services
Damon Derrick, General Counsel
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