



THE UNIVERSITY OF NORTH CAROLINA
ASHEVILLE

Policies and Procedures

Policy #: 100

Page: 1 of 3

Contact Dept: Human Resources

Phone: 6605

Title: Teleworking Program

Purpose: Teleworking permits the University to designate employees to work at alternate work locations for all or part of the workweek in order to promote general work efficiencies, to ensure competitive advantages with other employers and to meet the environmental and budgetary challenges of the future as directed by the legislature and governor. Teleworking is an assignment that The University of North Carolina at Asheville may choose to make available to some employees when a mutually beneficial situation exists.

Scope: The Policy applies to SPA and EPA Non-Faculty employees who work primarily or exclusively from a remote location off campus that is neither owned nor leased by the University, for example the employee's home. SPA and EPA Non-Faculty full-time or part-time (half-time or more), permanent, probationary, trainee or time-limited employees are eligible, at the discretion of the University. Temporary, intermittent or part-time (less than half-time) employees are not eligible (see Section 3 of the State Personnel Manual). Offering the opportunity to work at home is a management option; teleworking is not a universal employee benefit. Some positions have job responsibilities or functions that do not lend themselves to teleworking; therefore teleworking is not an option for all employees. A teleworking situation is voluntary for the employee and at the discretion of management and/or the employee's supervisor.

Definitions:

1. **Alternate Work Location** – a worksite other than the central workplace can include an employee's home and a satellite office where official State business is performed.
2. **Central Workplace** – an employee's assigned place of work or duty station owned or operated by the State or a site that is the primary workstation for field based employees. Typically a central workstation is a duty station from which employers along with employees in the same work unit perform the functions of their job. However an employee's home, in instances in which it is the primary workstation for field-based employees, may be considered the central workplace.
3. **Telework/Teleworking** – a flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary work-site for limited duration.
4. **Teleworker** – an employee engaged in teleworking.
5. **Teleworking Agreement** – a written agreement that details the terms and conditions by which an employee is allowed to engage in teleworking.
6. **Work Schedule** – The employee's hours of work in the central workplace and/or alternate work locations.

Policy: The University of North Carolina at Asheville may designate an employee to work at an

alternate work location if the arrangement is mutually beneficial. The University and the employee shall mutually agree upon teleworking arrangements; however, if business necessity dictates, the university may require an employee to telework (when an employee has agreed to the arrangement) or not to telework. Once a department determines that a teleworking arrangement would be beneficial in improving general work efficiencies, a written request must be forwarded to the appropriate department head and the Director of Human Resources for review and approval.

This request will include the responsibilities of both the University and the employee. A Teleworking Assignment must comply with the policy provisions below.

- I. **Compensation and Benefits** – An employee’s compensation and benefits will not change when he/she teleworks.
- II. **Safety and Ergonomics** – The employee is responsible for maintaining the telework site in a manner free from health or safety hazards and for notifying his/her supervisor immediately of any unsafe conditions in the designated workspace and of any work-related injuries. Guidelines are provided in the University’s “General Health and Safety Policies,” located on the Facilities Management web site and on OSHA’s web site: www.osha.gov. A photo of the alternate work site will be maintained in the employee’s personnel file.
- III. **Workers’ Compensation** – The employee will be covered by workers’ compensation for job-related injuries that occur in the course and scope of employment while teleworking. In instances where the home and designated workplaces are the same, workers’ compensation will not apply to non-job related injuries that might occur at the home.
- IV. **Materials and Equipment** – Based on the type of work to be performed, the University may provide computer hardware and software, phone lines, email, voice mail, connectivity to host applications, Internet connectivity and other applicable equipment as deemed necessary by the employee’s supervisor. UNC Asheville assumes no responsibility for the employee’s personal property.
- V. **Restricted-Access materials:** The employee’s supervisor must grant permission for Teleworkers to work on restricted-access materials at alternate work locations. Restricted access materials must not be compromised in any way and the Teleworker must take all precautions necessary to secure these materials.
- VI. **Work Hours** – The total number of hours that the employee is expected to work will not change, whether they are worked at the central workplace or the alternate work location. This does not, however, restrict the use of alternative work schedules. During their designated work hours, Teleworkers will apply themselves to their work and not engage in activities that are not work-related.
- VII. **Conditions of Employment** – The policies and procedures that normally apply to the central workplace will remain the same for teleworking employees. This shall include, but not be limited to, performance management. Teleworking assignments do not change the conditions of employment or required compliance with policies and rules. Violation of the University’s regulations, policies and procedures may result in termination of the Teleworking agreement and teleworking privilege and may also result in disciplinary action, up to and including dismissal.

The University may terminate the teleworking agreement at its discretion. Denial of or termination of a teleworking assignment is not grievable.

Procedures:

- I Supervisor evaluates the position and the candidate for teleworking assignment suitability, completes the Teleworker Proposal Form and submits the form to the Department Head and the Director of Human Resources.
- II The Department Head and the Director of Human Resources evaluate the proposal. If approved, the form is signed and the original is filed in the employee's personnel file and a copy is returned to the Supervisor.
- III The Supervisor prepares a Teleworker Assignment Agreement and reviews it with the employee. If the employee accepts the terms and conditions, the employee, the supervisor and the Department Head sign the form. The original is forwarded to Human Resources to be placed in the employee's personnel file.
- IV The Teleworker Assignment may begin after the alternate work site is approved as a safe work site. A photograph of the alternate work place and equipment (if applicable) may be sufficient.
- V The supervisor must periodically review the teleworking arrangement to ensure it continues to be beneficial for the University. The employee's Performance Management Review is part of this evaluation process.
- VI Teleworker Assignments must be renewed annually. Continuation of a Teleworker Assignment into the next calendar year must be documented in writing and submitted to Human Resources by November 1.

Approved on: 10/21/2008

Next review: 10/21/2010