

# SALISBURY UNIVERSITY

## TELEWORK POLICY

### I. POLICY STATEMENT

As a student-focused Maryland institution of higher education, Salisbury University provides the physical presence of faculty and staff on campus and at SU satellite locations as the optimal means for providing exceptional educational experiences, related services and activities, curricular and extracurricular opportunities, and in order to fulfill its mission of serving the surrounding community and the region.

Telework is a viable work option that can foster productivity and alternative means of collaboration, allow for greater flexibility of University physical space, and produce savings in the use of energy, thus serving the interests of Salisbury University, its employees and the environment. However, telework is not an entitlement or a University benefit, and shall be considered in conjunction with the best interests of our students and the University more broadly.

### II. PURPOSE

The University has established this Telework policy and procedures to provide for possible alternative work arrangements for Eligible Employees to work at Remote Workplaces under circumstances that are identified and approved by the University. Telework typically means using telecommunications and other technology to work at a location away from the Main Workplace.

### III. DEFINITIONS

- A. Main Workplace. The University campus or a satellite location.
- B. Remote Workplace. A work site other than the Main Workplace, including the go r m { gg a } j qo g. a non-campus office, or a Telework center (facility that offers office-like workstations and electronic equipment that may be used by State agencies to house Teleworking employees).
- C. Telework. Work by an Eligible Employee who is

- D. Eligible Employee/Teleworker. A faculty or staff member whose job functions, as determined by the University, are performed effectively from a location other than the Main Workplace. Contractual I (C-1) employees are not eligible. Eligible employees must meet the requirements of Section VI below.

#### IV. PROCEDURES

- A. The supervisor may propose to the division Vice President that a position is suitable for telework. Suitability for Telework includes but is not limited to:
1. The best interests of the University; and
  2. The reasonable potential for the work duties associated with the position to be performed effectively outside the Main Workplace; and
  3. The work normally requiring face-to-face contact with other employees, students, clients, and members of the public can be replaced by telephone, virtual applications, and/or e-mail communication without loss of effectiveness or productivity; and
  4. The Eligible Employee Telework arrangement shall not inequitably increase the workload of other employees; and
  5. The Telework arrangement shall not excuse or inequitably exclude an Eligible Employee from work activities at the Main Workplace (e.g., meetings); and
  6. The Eligible Employee work output and performance, including time worked and recorded during Telework periods, can be effectively evaluated.
- B. An Eligible Employee who is interested in Telework shall contact their supervisor. The supervisor has the sole discretion to propose a Telework agreement to the division Vice President through the reporting structure of that division.
- C. The Telework agreement will be effective only upon approval by the division Vice President. The Telework agreement must be reviewed at least once annually by the division Vice President and the supervisor.
- D. A Telework agreement may be revised or rescinded by the supervisor, the head/chair of the department, the Dean or the division Vice President at any time, with or without cause, by providing the employee with at least 30 days' notice of the revision or rescission of the Telework agreement.
- E. The approval, denial, or cessation of a Telework arrangement cannot be grieved

under any University, USM or other employment grievance policy.

F. Telework may not be approved for

whether the position is suitable for Telework

- G. Attendance at the go r m { g g o u Main Workplace for on-site meetings and similar activities may be required on scheduled Telework days at the sole discretion of the supervisor. Where practical, the supervisor should give an employee reasonable notice of required on-site activities.
- H. Teleworkers are required to obtain supervisory approval for the use of leave during Telework hours in the same manner as required for in-person work hours. For non-exempt employees, this includes time away from

