University Policies and Procedures

07-06.40 - POLICY ON TELEWORKING

Purpose

Towson University has established this policy and these procedures to implement the State of Maryland Teleworking Program.

Definitions

I. Eligible Employee - An employee in a job identified by the employee’s supervisor as being suitable for teleworking.

II. Main Office - The teleworker’s usual and customary work site.

III. Remote Workplace - A work site other than the employee's usual and customary worksite (Main Office). The remote workplace may include the employee's home, a satellite office, or a Telework Center.

IV. Telework Center - A facility that offers office-like workstations and electronic equipment that may be used by State agencies to house teleworking employees.

V. Teleworker - A person who works at home, at a satellite office, or a Telework Center for at least four days a month to produce an agreed-upon work product.

VI. Teleworking - Working a location other than the employee’s usual and customary worksite.

Policy

I. Towson University (TU) recognizes teleworking as an alternate work place assignment for TU staff in appropriate circumstances and in accordance with the practices listed in this document.

   A. Teleworking at TU enables staff to work at home or at an alternate work site during some or all of the performance of their employment.

   B. Teleworking refers to the location of and conditions relating to an alternate work place assignment and not to a separate category of employment at TU.
II. All policies governing the employee’s employment category (Non-exempt, Exempt) shall continue to apply throughout the teleworking assignment.

III. The teleworker must comply with all TU and USM policies that apply at the teleworking site as if the teleworker were at the primary work site.

IV. Although it is anticipated that a Teleworking assignment will benefit the teleworking staff, the assignment and the continuation of an assignment is at the discretion of TU and will be reviewed periodically.

V. Teleworking is voluntary and may be terminated by the employee or supervisor at any time.

Practices, Guidelines, Standards

I. Employee Participation

A. The supervisor will determine which employees are in positions suitable for teleworking.

B. At the discretion of the supervisor, employee’s positions suitable for teleworking may be permitted to telework on designated days.

C. Before allowing an employee to telework, the employee’s supervisor shall review the following documents with the employee.

1. Towson University Teleworking Agreement

2. Remote Workplace Self-Certification Checklist

3. Teleworker Work Plan

D. The employee shall be required to complete and return to the supervisor the TU Teleworking Agreement and the Remote Workplace Self-Certification Checklist.

E. The supervisor and the Teleworker shall complete a Teleworker Work Plan that identifies the assignments to be completed while the employee is teleworking.

II. Employment
A. The teleworker’s duties, obligations, responsibilities, and conditions of employment with TU will be unaffected by teleworking.

B. The teleworker’s salary, retirement benefits, and State of Maryland sponsored insurance coverage will remain unchanged by the teleworking arrangement.

C. All work hours, overtime compensation, and leave usage must conform to all USM and TU policies, the provisions of the TU Teleworker’s Agreement, and to terms otherwise agreed upon by the employee and the supervisor.

D. The teleworker must have the pre-approval of the teleworker’s supervisor before working overtime at a remote workplace.

E. Holding work-related meetings while at home is not permitted.

III. Work Space

A. The teleworker must have an area designated as workspace.

B. The workspace should be maintained in a safe condition, free of hazards that might endanger the employee or university equipment.

C. The supervisor shall require that the teleworker complete and return the Remote Workplace Self Certification Checklist.

D. The teleworker and the supervisor shall take appropriate safeguards to secure confidential data and information.

IV. Equipment and Supplies

A. The teleworker must have a telephone and a designated workspace with appropriate equipment and supplies to the assigned work at the remote workplace.

B. The teleworker is not required to provide equipment, software, and supplies.

C. TU may provide the teleworker with equipment and services.

   1. Equipment provided to the teleworker by TU shall remain the property of TU and shall be returned upon termination of employment, termination of the employee’s participation in the telework program, or at such time deemed appropriate by the supervisor.
2. The use of equipment, software, data, supplies, and furniture, if provided by the university, is limited to use by authorized persons and for purposes related to university business only.

3. The teleworker will be responsible for the security of all items furnished by TU.

D. The university shall provide office supplies, as needed, for work at the remote workplace.

V. Regular Work Hours

A. The teleworker and his/her direct supervisor will determine the teleworker’s regular work hours and accessibility to other TU staff.

1. Teleworking is not a substitute for availability during regular TU hours or interaction among TU colleagues.

2. Work hour and accessibility requirements will be addressed in the TU Teleworking Agreement.

B. The teleworker must complete his/her timesheet within the established guidelines set for all employees by TU.

VI. Expenses

A. A teleworking assignment does not, in itself, assure reimbursements by TU for any cost incurred by the teleworker.

B. At the discretion of the supervisor and with the supervisor’s prior approval, expenses may be reimbursed for documented long-distance calls and office supplies regularly available at the main office.

C. The teleworker is responsible for the cost of maintenance, repair, and operation of personal equipment not provided by TU.

VII. Liability

A. The teleworker is covered under the State’s Workers’ Compensation Law for injuries occurring in the course of the actual performance of official duties at the teleworking site.

1. The teleworker or someone acting on the teleworker’s behalf shall immediately notify the teleworker’s supervisor of any accident or injury that occurs at the teleworking site.
2.TU and the supervisor should follow TU’s policies regarding the reporting of injuries for employees injured while at work.

3.TU is not liable for damages to the teleworker’s personal or real property while the teleworker is working at the teleworking site, except to the extent adjudicated to be liable under Maryland law.

B. The teleworker is liable for property damages and injuries to third persons at the teleworking site.

C. By accepting a teleworking assignment, the teleworker agrees to indemnify and hold TU and all or any of its representatives harmless from and against any and all claims, demands, judgments, liabilities, expenses, losses or costs (including as examples, cost of suit and attorneys’ fees) resulting or arising from or in connection with any injury and damage (including death) to any person or property, caused directly or indirectly by the teleworker’s willful misconduct, negligent actions or performance of the teleworker’s duties and obligations, except where liability arises solely from negligence and misconduct of TU.

VIII. Child/Dependent Care

A. Teleworking is not a substitute for child or dependent care.

B. The teleworker must continue to make arrangements for child or dependent care to the same extent as if the teleworker were working at the main office.

IX. Inspections

A. The supervisor may make an on-site visit to the teleworker’s remote workplace to determine that the site is safe and free from hazards and to maintain, repair, inspect, or retrieve university-owned equipment, software, data, or supplies.

B. The supervisor shall provide the employee with at least 24 hours notice of any inspection of the teleworking site.

C. Inspections shall only be made during normal work hours.

Contact

Contact the Office of Human Resources’ HRIS, Leave and Attendance Unit at 410 704-6022 for more information.
Responsibility
Associate Vice President of Human Resources

Authorization

Date

Effective Date: 10/15/04