

Telework Policy Task Force 2021

As previously communicated, a task force of employees from across the university has been appointed to review the current Telework Policy. The task force members were selected based on suggestions made by each division VP. Using parameters developed by the President's Cabinet, this group is charged with assessing certain elements of the current policy and developing recommendations for potential changes. The taskforce had their initial meeting October 14th. They will meet over the next few months to develop and submit proposed recommendations to the President's Cabinet in December 2021 for consideration and a final recommendation for changes to the policy. Any proposed changes to the policy will then be subject to the Policy Process to include Policy 06-10.00 University Policies and Procedures before becoming final.

The task force is charged with discussing and considering:

- Campus-wide trends and interests
- What we learned from the pandemic work environment
- Information about telework policies across the USM and other similar institutions
- Definition and language updates/edits to the current policy, and
- Final recommendations for changes/updates on key provisions of the policy.

Parameters Developed by the President's Cabinet:

- Minimum one year of service for eligibility
- Limit to RFT and CII...no CIs unless an exception supported by everyone
- Must be in (and maintain) "good standing" for consideration
- Telework agreement period can vary
- Telework hours/days may be flexed with the pre-approval of the supervisor/manager
- Changes to the agreement may be made during agreement period only with consent and support of supervisor with HR review
- Telework agreements will be reviewed at least annually
- Telework can be requested/approved for up to 2 days/week
- Individual units can establish core hours/days when everyone is expected to be "on campus" (meaning these are days/times that no telework will be supported)
- Business operations might require presence on campus during regularly scheduled telework hours/day(s). If that happens the telework day is not automatically "moved" to another day.
- Operations should not be scheduled around an individual's telework agreement

The following Meeting Schedule was agreed upon by the taskforce members:

- Meeting 1 (week of 10/11): Presentation and review of materials (interim policy, matrix of telework from other USM schools, summary of eligible positions at TU). Discuss task force charges and any guardrails for discussion (i.e. not discussing telework beyond 2 days per week). Open discussion.
- Meeting 2 (week of 10/25): Start discussing recommendations by review of interim policy.
- Meeting 3 (week of 11/8): Work through edits and discussion.
- Meeting 4 (week of 11/15): Pull all policy edits together as final recommendation document.

The group will be coordinated and facilitated by Esty Goodman, HR Partner, and supported by Nate Barker, Director of HR Consulting and Policy. Members include:

1. Mike Kaiser, Chief Information Security Officer, OTS, Administration and Finance
2. Eric Jones, Associate Vice President, Financial Affairs, Administration and Finance
3. Victoria Napper, Executive Administrative Assistant, Auxiliary Services, Administration and Finance
4. Danielle Woody, Assistant Director, Office of Student Conduct and Civility Education, Student Affairs
5. Lorie Logan-Bennett, Assistant Vice President, Career Services, Student Affairs
6. Jennifer Walsh, Senior Disability Coordinator, Accessibility and Disability Services, Office of Inclusion and Institutional Equity
7. Erin Nueslein, Associate Vice President, Operations, Strategic Partnerships and Applied Research
8. Matt Reinhart, Associate General Counsel, Office of General Counsel
9. Natalie Dabrowski, Divisional Budget Officer, University Marketing and Communications
10. Vickie Hook, Administrative Assistant, Department of Communication Studies, College of Fine Arts and Communications, Academic Affairs
11. Matt Chambers, Associate Provost for Administration and Finance, Academic Affairs
12. Amy Moffatt, Assistant Vice President, University Admissions, Academic Affairs

For questions about the task force or to contribute ideas or concerns, please email telework@towson.edu.