

Michelle M Schoenecker

From: Weaver, Jessica <JESSICA.WEAVER@UCDENVER.EDU>
Sent: Friday, February 15, 2019 1:52 PM
To: Michelle M Schoenecker
Subject: RE: Telecommute/Remote Work Policies
Attachments: SOM_PreAwardCore_TelecommutingPolicy_Final.docx

The attached is specific to my team only. We're a shared services pre-award team in the School of Medicine Dean's Office; depts/divisions pay to use our services based on use so each team member works with PIs in more than one unit. Since our PIs are spread out in different buildings on campus and Denver has a huge transportation / traffic issue, we allow staff to work up to 2 days per week from home plus ad hoc days as needed.

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-----Original Message-----

From: Research Administration List <RESADM-L@LISTS.HEALTHRESEARCH.ORG> On Behalf Of Michelle M Schoenecker
Sent: Friday, February 15, 2019 11:57 AM
To: RESADM-L@LISTS.HEALTHRESEARCH.ORG
Subject: [RESADM-L] Telecommute/Remote Work Policies

Hi everyone, the recent polar vortex and snowstorms has raised the need to develop policies in my office for working remotely. I'm looking for examples of such policies, especially as they relate to allowable circumstances (e.g., weather, accommodation for illness/injury), submission of proposal applications, and check-in/monitoring procedures. Please send them to schoene7@uwm.edu<mailto:schoene7@uwm.edu>; I'm happy to compile the responses and share with others upon request.

Many thanks!

Michelle Schoenecker

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PREAWARD SHARED SERVICES UNIT, SCHOOL OF MEDICINE

TELECOMMUTING POLICY

Telecommuting is a voluntary work arrangement that allows an employee to work at home or at another location away from the usual work site for all or some of the employee's regularly scheduled work hours. Teleworking is an alternative that may be used to enhance productivity, appeal to the needs of a diverse workforce, and supports the CU Anschutz campus and wider communities by addressing traffic congestion, parking constrictions, and broader environmental interests.

Telecommuting arrangements are approved on a case-by-case basis and should not be considered a standard practice. Flexible work arrangements, to include telecommuting, are only appropriate for those employees who demonstrate high job performance and exemplary work ethics and may be suitable for some employees at certain times, but not for others. Therefore, the appropriateness of any telecommuting arrangement is ultimately subject to management review and approval and must be jointly agreed upon by the employee and his or her direct supervisor.

Eligibility

The employee must...

- Have been actively employed in his or her current role for a minimum of six (6) continuous months.
- Have received a score of 3 or better on his or her most recent performance review and consistently performed at a high level, demonstrating excellent time management and organizational skills, self-motivation, self-reliance, and self-discipline.
 - If an annual performance review has not yet been performed, the Program Director will conduct an interim evaluation of performance to determine suitability for telecommuting.
- Not be currently under any disciplinary actions or management plans.

Prior Approval

Employees are not authorized to work from home without either prior approval (for singular days or partial days) or an approved telecommuting arrangement with his or her supervisor. Employees should complete, sign and submit the Telecommuting Agreement Form to the Program Director for review and approval. Approval in writing must be obtained before an employee begins working from home. A copy of the approved agreement will be kept in the employee's personnel file; following the employee's annual review, the Program Director will either reconfirm the suitability of the agreement or notify the employee that the arrangement must be modified or terminated.

Terms and Conditions of Employment

All applicable terms and conditions of employment continue to apply while an employee works off-site. These include performance review procedures, compensation, benefit coverage, wage and hour laws, worker's compensation and labor agreement, and any other applicable institutional, local, state or Federal laws. Only injuries directly related to the activity of the job will be addressed through the worker's compensation process. The employee may utilize his or her assigned UCD-owned laptop computer (or personal computer approved for professional use) and any other general office supplies normally necessary and provided for during the job activity while telecommuting. Any other equipment, supplies, materials, and furniture at the off-site location are the sole responsibility of the employee with the exception of approved ADA accommodations deemed reasonable and necessary. Telecommuting employees must maintain a safe and healthy remote work site and notify their supervisor(s) of any health or safety concerns or injuries immediately.

Information Security

The employee must have access to a secured workstation at the off-site location and must be able to access all UCD resources that he/she needs to do the job while ensuring that the institution's information is not compromised. The confidentiality of UCD data, software and information must be protected from unauthorized individuals including, but not limited to, the employee's family and friends. Any records or files created by the employee that are saved on a computer (including his/her personal computer) are subject to UCD's record retention policy. The employee's personal computer may be subject to searches if UCD has a legal duty to preserve, produce and/or search for data. Employees are expected to use the University's Virtual Private Network (VPN), comply with all University policies and procedures related to information technology security, remote access and the use of the VPN, and save any files or documents in applicable server files.

Work Hours/Schedule

Employees must maintain a set schedule of normal working hours while telecommuting to ensure access by the Program Director, assigned researchers and departments, and Core teammates. Although a strict response time to voicemail messages and e-mail will not generally be enforced, telecommuting employees should be prepared to respond to messages and requests within a period of 1-8 hours depending on the time sensitivity of the message or request and their current workload. Regardless, employees must be reachable during their working hours within reason. Employees must either have a personal home or cellular phone set up for use while working off-site or set up his or her office phone to forward calls to a personal phone during normal working hours while telecommuting.

Requests for leave must be pre-approved by the Program Director as per usual. Employees will be expected to attend either in-person or by video or conference call all regularly scheduled staff meetings, department meetings or other SOM / UCD on-site activities unless prior arrangements with the Program Director have been made. Employees must notify the Program Director of any continued issues attending such meetings and events. The employee has a special responsibility to keep informed and involved in meetings and team / department events that may require the employee to be at the on-site work location and not telecommuting. Any request to be on-site should be expected and complied with by the employee as an ordinary work request. Resistance or reluctance to be onsite may be a factor in deciding to terminate a teleworking agreement. Travel-related expenses to on-site meetings and events remain the responsibility of the employee and will not be reimbursed by UCD as a business expense. If travel is required to a location that is not on-site, usual travel reimbursement processing should be followed.

Telecommuting is not a substitute for dependent care or a way to care for other personal needs. However, approval to telecommute to address a non-routine circumstance, such as inclement weather or illness, is at the discretion of the Program Director. All aspects of the telecommuting policy still apply.

Performance

The employee must demonstrate and sustain the ability to be self-directed, work independently with little or no supervision, and be dependable. Under all telecommuting conditions, the employee is held to the same standards for work products, quality of work and job responsibilities as would be expected if he/she were working onsite. The employee should meet with the Program Director on a regular basis to assess the success and effectiveness of the teleworking arrangement. Evaluation should be made as to whether the productivity and work quality of the employee are at a level equal to or in excess of that which is demonstrated on-site.

Intermittent Telecommuting

Telecommuting may be a regularly scheduled part of an employee's work schedule or it may be used intermittently. Intermittent telecommuting is a voluntary work arrangement where the work of the organization is accomplished by the employee working at home or other locations on a non-continuous

basis and is not a regular, ongoing part of the employee's work schedule. Both intermittent and regularly scheduled telecommuting arrangements must be pre-approved by the Program Director and are determined on case-by-case bases. Work done remotely while traveling is not considered teleworking under this policy.

Compliance

Non-compliance with the telecommuting policy may permanently revoke the employee's eligibility for consideration of or the Program Director's ability to approve telecommuting on an ongoing or intermittent basis, and may be cause for progressive discipline or other actions in accordance with applicable UCD policies. If management feels the non-compliance issue has been resolved, the employee may be reconsidered for telecommuting but at the discretion of the manager.

Termination of Teleworking

Either the employee or the employee's supervisor may terminate the telecommuting arrangement at any time and for any reason with a minimum of two weeks' notice, except if the employee is suspected of non-compliance when termination of telecommuting privileges shall be immediate. The employee is expected to return all UCD property from their off-site workstation when terminating employment with UCD.

**University of Colorado Denver
School of Medicine
PreAward Shared Services Unit**

Telecommuting Agreement

Employee Name: _____

Employee Title: _____

Phone: Work: _____ **Home:** _____ **Cell:** _____

Contact preference while telecommuting: **Phone #:** _____

Will employee office phone be auto forwarded to personal phone? **No** **Yes**

Proposed Telecommuting Work Schedule (Days and Times):

Telecommuting Start Date: _____

Proposed Re-Evaluation Date of this Agreement: _____

Employee Certification:

I understand and agree to the following:

- 1) I have read and understanding fully the School of Medicine PreAward Shared Services Unit Telecommuting Policy.
- 2) I understanding that telecommuting is not an employee right. The option to telecommute may be terminated effective immediately at any time as determined by my supervisor.
- 3) My participation in telecommuting is voluntary in nature, and I am not required to participate as a condition of employment.
- 4) This agreement will be re-evaluated along with my work performance at regular intervals as determined by my supervisor.

Employee Signature: _____ **Date:** _____

Supervisory Name and Title: _____

Supervisor Signature: _____ **Date:** _____