

Arkansas State University
TELECOMMUTING GUIDELINES

- a. **Communication.** While telecommuting, the employee shall be reachable by telephone and/or e-mail during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium for responses.
- b. **Conditions of employment.** The telecommuter's conditions of employment shall remain the same as for non-telecommuting employees; wages, benefits and leave accrual will remain unchanged.
- c. **Equipment.** Home worksite furniture and equipment shall generally be provided by the telecommuter. In the event that equipment and software is provided by A-State at the telecommuting site, such equipment and software shall be used exclusively by the telecommuter and for the purposes of conducting A-State business. Software shall not be duplicated. If A-State provides equipment, the telecommuter is responsible for safe transportation and set-up of equipment.
- d. **Equipment liability.** Arkansas State University will repair and maintain, at the primary worksite, any equipment loaned by A-State. Surge protectors must be used with any A-State computer made available to the telecommuter. A-State may pursue recovery from the telecommuter for A-State property that is deliberately, or through negligence, damaged, destroyed, or lost while in the telecommuter's care, custody, or control. Damage or theft of A-State equipment that occurs outside the employee's control must be reported. Telecommuters should check their homeowner's/renter's insurance policy for incidental office coverage. A-State does not assume liability for loss, damage, or wear of employee-owned equipment. The employee will be responsible for:
 - Any intentional damage to the equipment;
 - Damage resulting from gross negligence by the employee or any member or guest of the employee's household;
 - Damage resulting from a power surge if no surge protector is used;
 - Maintaining the current virus protection for software.
- e. **Dependent Care.** Telecommuting is not a substitute for childcare or other dependent care. Telecommuters shall make or maintain childcare arrangements to permit concentration on work assignments.
- f. **Home work site.** The telecommuter must establish and maintain a dedicated workspace that is quiet, clean, and safe, with adequate lighting and ventilation. The telecommuter will not hold in person business visits or meetings with professional colleagues, customers, or the public at the home worksite.
- g. **Hours of work.** The telecommuter will maintain regularly scheduled work hours agreed upon within the A-State Telecommuting Agreement, including specific core hours and telephone accessibility. The agreed upon work schedule shall comply with FLSA regulations. Overtime for a non-exempt employee must be pre-approved by the supervisor. The telecommuter will attend job-related meetings, training sessions and conferences as requested by supervisors. In addition, the telecommuter may be requested to attend "short-notice" meetings. The supervisor will use telephone conference calling whenever possible as an alternative to requesting attendance at "short-notice" meetings.

- h. **Incidental costs.** Unless otherwise stated in the Telecommuting Agreement, all incidental costs, such as residential utility costs are the responsibility of the telecommuter.
- i. **Inclement weather.** If the primary worksite is closed due to an emergency or inclement weather, the supervisor will contact the employee. The telecommuter may continue to work at the telecommuting-site. If there is an emergency at the telecommuting-site, such as a power outage, the telecommuter will notify the supervisor as soon as possible. The telecommuter may be reassigned to the primary worksite or an alternative worksite.
- j. **Inspections.** The telecommuter must allow A-State inspect the telecommuting site.
- k. **Injuries.** The employee will be covered by workers' compensation for job related injuries that occur in the designated workspace, including the telecommuter's home, during the defined work period. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor. Workers' compensation will not apply to non-job related injuries that might occur in the home. A-State does not assume responsibility for injury to any persons other than the telecommuter at the telecommuting-site.
- l. **Intellectual property.** Products, documents, and records developed while telecommuting are property of A-State.
- m. **Leave.** The telecommuting employee must obtain supervisory approval before taking leave in accordance with A-State policy.
- n. **Performance and evaluations.** The supervisor and telecommuter will formulate objectives, expected results, and evaluation procedures for work completed while the employee is telecommuting. The supervisor will monitor and evaluate performance by relying more heavily on work results rather than direct observation. The supervisor and the telecommuting employee will meet at regular intervals to review the employee's work performance.
- o. **Personal business.** Telecommuting employees shall not perform personal business during hours agreed upon as work hours.
- p. **Quality of work.** All work shall be performed according to the same high standards as would normally be expected at the primary worksite.
- q. **Questions.** If you have questions about the telecommuting program, contact the A-State Human Resources Office at (870) 972-3454.
- r. **Record retention.** Products, documents, and records that are used, developed, or revised while telecommuting shall be copied or restored to A-State's computerized record system. Whenever possible, all telecommuting related information shall be stored in a directory designated for telecommuting and this information shall be backed up on the LAN server.
- s. **Security.** Security and confidentiality shall be maintained by the telecommuter at the same level as expected at all worksites. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless approved in advance by the supervisor.
- t. **Taxes.** A home office is not an automatic tax deduction. A telecommuter should consult a tax expert about any tax consequences to telecommuting.
- u. **Travel.** The telecommuter will not be paid for time or mileage involved in travel between the telecommuting-site and the primary worksite.