

# Saint Augustine's University

## Telework Policy

### Purpose

The purpose of this policy is to ensure a common understanding of what constitutes the requirements to work outside of Saint Augustine's University facility, otherwise known as teleworking. This policy is intended to improve the quality of work/life balance of the employees, increase productivity, and improve morale. This policy supersedes all other telework policies currently in force and will be the telework policy of Saint Augustine's University. Exceptions to this policy are only allowed by explicit approval of the Vice Presidents and/or President.

### Definitions

#### Work Modes

- **Offsite:** A position that can perform all the duties and responsibilities assigned without a physical presence requirement at Saint Augustine's University.
- **Hybrid:** Telework in which an employee may work from an alternate work location on all workdays, except those occasional days when required to report to Saint Augustine's University, for meetings, training, or other onsite duties, or as otherwise directed by the immediate supervisor.
- **Onsite:** A position that heavily relies on Saint Augustine's University to perform all duties and responsibilities assigned. An employee in such a position will exclusively work at Saint Augustine's University due to the nature of their work.

### Policy Statements

1. It is the policy of Saint Augustine's University that employees be allowed to work in the most flexible manner possible that meets the need of the business, does not compromise security standards, and ensures work is completed in a professional and appropriate manner for their job function. Faculty and staff are not required to telework except for those hired with the expectation of working offsite.
2. It is the policy of Saint Augustine's University that all full-time and part-time permanent, probationary, temporary, and time-limited employees may be eligible to participate in teleworking if the employee's work is deemed by Saint Augustine's University as suitable for teleworking and the telework arrangement meets the business operational needs of the university.
3. It is the policy of Saint Augustine's University that teleworking is not a universal employee benefit or entitlement. The decision whether to allow an employee to participate full-time or part-time in a teleworking program is at the discretion of university management. Saint Augustine's University may exercise discretion to determine that employees are ineligible to participate in a teleworking agreement under certain conditions including, but not limited to:
  - a. The employee's alternate work location does not meet the requirements of the job or the needs of Saint Augustine's University (e.g. lack of high-speed internet).

- b. The employee violates the terms of the teleworking agreement or the telework policy.
    - c. Saint Augustine's University requires a period of onsite work for new appointments or probationary employees prior to approving teleworking.
  - 4. It is the policy that Saint Augustine's University management will determine the maximum possible flexibility of a position to work in an onsite, hybrid or offsite work mode. Work mode decisions will be designed to ensure the seamless business operation of Saint Augustine's University and will recognize equity and fairness among similarly situated employees.
    - a. Working mode is determined for a position based on job function, interaction with taxpayers, external stakeholders, and other relevant business requirements and operational needs.
    - b. An employee's compensation and benefit is in no way related to the work mode of the position.
  - 5. It is the policy of Saint Augustine's University that performance standards for teleworkers must be the same as performance standards for non-teleworking employees.
    - a. All management expectations for performance must be clearly addressed in the employee's performance work plan; must follow the state Performance Management Policy, and expectations related to accountability must be consistent between both teleworkers and non-teleworking employees.
  - 6. It is the policy of Saint Augustine's University that the overall interest, needs, and requirements of an office, team, or unit shall always take precedence over teleworking. The immediate supervisor may require an employee to come to a designated location at the immediate supervisor's discretion for meetings, training, or other critical business needs.
    - a. The immediate supervisor may restrict the teleworking periods for a position designated as Hybrid based on the needs of the business. For example, including but not limited to, seasonal work or to support training or otherwise onboard staff into a position where an initial 100% onsite work mode better meets the needs of the business. Such restrictions should apply to the job (not the person), be consistently applied and have a valid business need.
    - b. Travel related expenses are reimbursable based on the Saint Augustine's University expense reimbursement policies.
  - 7. It is the policy of Saint Augustine's University that employees who telework:
    - a. Shall observe all applicable policies and procedures including the safeguarding of all data.
    - b. Shall observe agreed upon hours of work in accordance with established Saint Augustine's University flextime policy or as agreed upon with their immediate supervisor.
      - I. Hours of work shall be reflected in the employees' Outlook calendars and shall be kept up to date.

- c. Shall apply themselves to their work during designated work hours and not engage in other activities that are not work-related.
  - d. Shall remain highly available by phone, email, and other collaboration tools, (i.e. Teams) as determined by their immediate supervisor. Managers should set reasonable expectations and communicate that to staff.
  - e. Shall consult with their immediate supervisor in the event that conditions temporarily change and prevent teleworking (e.g. loss of power, loss of internet). The immediate supervisor will determine the best way to continue to meet the needs of the business such as having the employee return to a DOR provided facility, seek an alternative work site or perform other job-related functions in the interim. The immediate supervisor may set standards to address temporary outages ahead of time to promote consistency and awareness.
  - f. Faculty and staff must notify and be approved by their direct supervisor and notify Human Resources if they choose to work in an offsite work mode.
  - g. Faculty and staff may request to change from offsite to a hybrid work mode, but this must be approved by their immediate supervisor.
  - h. Teleworkers must make advance arrangements for dependent care (e.g., childcare or eldercare) to ensure a productive work environment. Telework is not intended to be a substitute for day care or other personal obligations. It is expected that the Teleworker shall continue to make arrangements for dependent care to the same extent as if the Teleworker was working onsite. Adherence to all leave policies and procedures for use and approval is required.
8. It is the policy of Saint Augustine's University that all participants teleworking must have a written teleworking agreement.
- a. Each participant must sign a teleworking agreement that contains the terms of the teleworking arrangement and must specifically detail the work hours, alternate work location and employee's obligations while teleworking.
  - b. The teleworking agreement and successive years' documents will be maintained in Human Resources.
  - c. All teleworking arrangements shall automatically expire after one year. The employee must submit a new Teleworking Agreement to their manager to be considered again.
  - d. If an employee transfers to another position or changes reporting relationships, any telework agreement between the previous manager and employee does not carry forward.
  - e. Saint Augustine's University may terminate or modify the teleworking agreement at its discretion.
    - I. Any modification or termination of teleworking agreements shall be documented and provided to the teleworker.
    - II. When a teleworking agreement is terminated, employees are responsible for returning all university property and all work products to Saint Augustine's University and resume onsite work within the timeframe provided by the university.

III. An employee who refuses to comply with the termination or modification of a teleworking agreement will be subject to disciplinary action.

IV. Termination or modification of a teleworking agreement by management is not a grievable issue unless the basis of the grievance is consistent with a grievable issue identified in the university handbook under Employee Grievance Policy.

10. It is the policy that Saint Augustine's University shall obtain a safety attestation (part of the Telework Agreement) from each Teleworker. The employee shall verify:
  - a. The alternate work location is appropriate for the employee's work and safe. Considerations are included in the Telework Agreement.
  - b. The employee shall provide notice to Saint Augustine's University prior to any permanent change in location.
    - I. Employees are responsible for the tax implications of any out-of-state teleworking.
  - c. The employee utilizes the same safety rules and practices applicable to Saint Augustine's University worksite.
  - d. The employee shall follow usual Saint Augustine's University procedures for immediate reporting of work-related illness or injury occurring at the alternate work site.
11. It is the policy of Saint Augustine's University assumes no responsibility for damages to an employee's personal or real property during the performance of official duties while teleworking or while using the university equipment in the employee's alternate work location. Any costs and/or losses incurred in teleworking are the responsibility of the employee.
12. It is the policy of Saint Augustine's University that any employee's request to telework as a reasonable accommodation under the Americans with Disability Act (ADA) will be administered consistent with the statewide Reasonable Accommodation Policy. Allowing an employee to work at an alternate work location may be a viable outcome of the interactive accommodations process under the ADA if the employee's qualifying disability prevents them from performing the essential functions of their job at their designated duty station, unless the request creates an undue hardship on the employer.