

Teleworking Policy

(Approved by President Turner on February 18, 2000)

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Purpose

Teleworking is an alternative voluntary work arrangement available for University of Baltimore employees. Teleworking does not change the basic terms and conditions of employment with University of Baltimore. This agreement may not be permanent and may be modified or terminated if it is determined that University of Baltimore and/or employee needs are not being met. This policy provides the general criteria for the use of teleworking at the University of Baltimore.

1. DEFINITIONS

- a. **Eligible Employee** - An exempt employee in a job identified by the employee's supervisor as being suitable for teleworking and whose performance and goal achievement is consistently above standards.
- b. **Main Work Site** - The employee's usual and customary work location or other location as approved by the employee's supervisor.
- c. **Remote Work Site** - A work site other than the employee's usual and customary work site (Main Work Site). The remote work site shall mean the employee's residence or any remote office location approved by the university. It may include the employee's home or a satellite office, or a Telework Center.
- d. **Telework Center** - A facility that offers office-like work stations and electronic equipment that may be used by State agencies to house Teleworking employees.
- e. **Teleworking** – Working at a location other than the employee's usual and customary worksite.
- f. **Work Plan** – A specific set of defined work expectations to be met each time the employee works at a remote work site.

2. POLICY

a. Participation

- i. Teleworking is neither an entitlement nor an obligation. It is strictly voluntary. Any eligible employee may request this alternative work arrangement for use on an occasional or regular basis. This request should include a description of the nature of the work to be performed at the off-campus site, a description of the necessary equipment and other resources available at the site and an estimate of the frequency and duration of instances of participation. Each request will be reviewed on a case-by-case basis and ultimate approval will lie with the employee's supervisors.
- ii. This work arrangement can be terminated at any time by University of Baltimore or the employee.
- iii. The assignment(s) and time reporting will be worked out on a case-by-case basis, but must adhere to University of Baltimore workplace rules.
- iv. All participating employees must sign a **Teleworking Agreement** and must maintain an acceptable appraisal rating.

b. Job Responsibilities

- i. The employee job responsibilities will not change due to teleworking. Job responsibilities and work output will continue to follow the standards as set forth by University of Baltimore.
- ii. A teleworking agreement shall be developed for selected employees that addresses the particulars of specific work functions and individual performance requirements. The employee agrees to be bound by the University of Baltimore regulations, policies, and procedures while working at the remote workplace. Violation of the foregoing may result in termination of this agreement and the teleworking privilege.

c. Employee Participation

- i. The supervisor will fairly and equitably determine which employees are in jobs suitable for teleworking and whose performance and goal achievement is consistently above standards.
- ii. At the discretion of the supervisor, employees in jobs suitable for teleworking may be permitted to telework on designated days.
- iii. Teleworking is voluntary and may be terminated by the employee or the supervisor at any time.
- iv. Before allowing an employee to telework, the employee's supervisor shall review with the employee the following:
 1. the Teleworking Agreement;
 2. the Teleworking Policy.

- v. The employee shall be required to complete and return, to the supervisor, the UB Teleworking Agreement before teleworking and annually when the teleworking arrangement continues beyond 12 months.
- vi. The supervisor and the employee must periodically complete and/or review the Teleworking Agreement, the employee agreeing to the general telework requirements and the supervisor identifying the assignments to be completed while the employee is teleworking with specific deliverables for each.

d. Off Site Work Area

- i. University of Baltimore shall provide workers' compensation and liability protection as required by the State of Maryland while in the course of employment within the agreed upon location and defined work schedule. University of Baltimore assumes no responsibility for the employee's personal property.
- ii. A designated work space should be maintained by the employee in a clean, professional, and safe condition. University of Baltimore reserves the right to inspect the employee's home office for safety considerations.
- iii. Employee tax implications related to alternative work locations are the responsibility of the employee.
- iv. Employees who work at home will agree to perform only official duties and not to conduct personal business while on work status at home. Personal business includes, but is not limited to, caring for dependents or making home repairs.

e. Work Materials

- i. University of Baltimore is not required to supply core equipment to the teleworking employee. It is assumed that the employee entering into this agreement has adequate equipment to complete the job assignment.
- ii. Any hardware or software purchased by University of Baltimore remains the property of University of Baltimore and will be returned to University of Baltimore should the alternative work arrangement be terminated. All records, documents, work papers and work products developed while teleworking, except those products customarily considered faculty's intellectual property, remain the property of University of Baltimore.
- iii. Employees using University of Baltimore licensed software must adhere to the manufacturer's licensing agreements.
- iv. Restricted access materials must not be compromised in any way and teleworking employees should take all precautions necessary to secure these materials.
- v. Office supplies required to complete work assignments done through teleworking will be obtained from the main office, during the employee's in-office work hours. Out-of-pocket expenses for supplies regularly available at the main office will not be normally reimbursed.