



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

TELEWORKING POLICY

Policy # HR.007.3

Responsible Executive: Vice President for
Administration
and Finance

Responsible Office: Human Resources

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I. Policy Statement

This Policy outlines eligibility, expectations, and procedures regarding University Employees Teleworking.

II. Purpose of Policy

A. Teleworking

In accordance with State Civil Service (“SCS”) Rule 11.4.1, regulations of the State of Louisiana and all policies and bylaws of the University and the University of Louisiana System, it is the policy of the University of Louisiana at Lafayette (“University”) to provide Telework as a viable, flexible work option when both the Employee and the Employee’s position are eligible for such arrangement.

B. Teleworking Eligibility

The ability of an Employee to Telework is not an entitlement and is granted on an individual basis. Teleworking arrangements will be evaluated by the Employee’s Supervisor and Vice President and approved by the Office of Human Resources. A list of potential positions, eligible for Telework will be maintained by the Office of Human Resources. Eligibility is based on the nature of work being performed and other business considerations.

C. Types of Teleworking Arrangements

Teleworking Arrangements are appropriate only when both the nature of the work to be performed and the abilities of the Employee meet the minimum criteria set out in the Teleworking Evaluation Worksheet. Supervisors, in consultation with the Office of Human Resources, may apply more rigorous criteria when determining whether an Employee and position are appropriate for Teleworking.

Teleworking arrangements being considered as an accommodation under the provisions of the Americans with Disabilities Act Amendments Act (“ADAAA”) must first be reviewed and approved by EEO/ADA Coordinator at hrcompliance@louisiana.edu.

1. Formal Teleworking Arrangement

If a position is deemed eligible to Formally Telework, the Employee shall follow the work schedule agreed upon by their Supervisor and correctly document all work hours. The Formal Teleworking arrangement does not alter an Employee’s work relationship with the University, nor does it relieve an Employee from the obligation to observe all applicable University policies and procedures. While Formally Teleworking, the Employee’s job responsibilities and standards of performance remain the same as when working at their usual workplace. The quantity, quality, and timeliness of the Employee’s work are expected to be maintained or enhanced. Formal Telework is not considered a permanent arrangement. Formal Teleworking arrangements may be temporarily adjusted to have Employees meet critical deadlines or attend important meetings. An Employee’s Formal Telework arrangement will be evaluated on an ongoing basis to ensure that Employee work quality, efficiency, and productivity are not compromised.

i. Termination of Formal Teleworking Agreement

The University reserves the right to terminate, alter, or temporarily suspend an Employee’s authorization to Formally Telework. Additional factors to terminate a Formal Telework Agreement include, but are not limited to:

- Performance concerns;
- Organizational needs;
- Team structural changes;
- Violations of University or other applicable policy; or
- Service or performance impairment.

Supervisors in consultation with the Office of Human Resources will document the reason to terminate the Formal Teleworking Agreement.

Supervisors will, to the extent practicable, provide appropriate advance notice of the modification of the Formal Teleworking Agreement. Employees may not grieve the University’s decision to modify or terminate the Formal Teleworking Agreement.

2. Situational Teleworking Arrangement

Situational Telework allows for a more flexible and widespread Teleworking arrangement during times of, office closures, inclement weather, special work assignments, or public state of emergency. Supervisors, with the approval of Department Heads, can allow Employees to participate in Situational Telework when necessary. The Situational Teleworking Agreement must be signed and forwarded to humanresources@louisiana.edu.

While Situationally Teleworking, the Employee's job responsibilities and standards of performance remain the same as when working at their usual workplace. The quantity, quality, and timeliness of the Employee's work are expected to be maintained or enhanced.

D. Required Training

University Employees who are authorized to participate in Formal Telework and their supervisors are required to complete the established mandatory Telework training. The below training may be accessed through Cornerstone:

- Non-supervisors: *CPTP: Teleworking for Employees*
- Supervisors: *CPTP: Managing Teleworkers and Teleworking for Employees*

Failure to complete the established training will cause a Formal Teleworking Agreement to be terminated or temporarily suspended.

E. Teleworking Rules, Availability, and Performance Expectations

1. While Teleworking, the Employee shall remain accessible during the approved Teleworking schedule, be available for teleconferences scheduled on an as-needed basis, and upon reasonable notice, be available to come into the office if a business need arises. During the Employee's scheduled working hours, the Employee shall be reachable at all times by phone, chat, text, or email as if working in the office.
2. If the Primary Worksite is closed due to an emergency, inclement weather, or official office closure, the Employee's supervisor will notify the Teleworking Employee and provide instructions about the continuation of work at the Alternate Worksite.
3. If there is an emergency at the Alternative Worksite, such as a power outage or inclement weather, the Employee will notify their supervisor as soon as possible. The Employee may be reassigned to the Primary Worksite or an alternate worksite in such cases or be required to take appropriate leave.
4. The Employee will keep their Supervisor and other relevant Employees informed

of Telework days or times not available or out of the office (i.e., taking leave).

5. All University policies and procedures regarding the process for requesting approval in advance of working any overtime hours and to seek Supervisor approval to use vacation, sick, or other leave remain applicable to the Teleworking Employee.
6. The Employee shall adhere to the protocols and methods of communication established by their Supervisor. Telework requires the Employee to return voicemails left at their Primary Worksite, attend scheduled meetings virtually, and respond to emails, instant messaging, and other forms of communication in a timely manner.
7. The Employee shall adhere to data security protocols established by University policies and their Supervisor.
8. The Employee shall adhere to protocols established by their Supervisor to secure and protect physical documents and records that must be used off-site.
9. Supervisors must maintain proper time and attendance records that record an Employee's Telework days.
10. Employees must be free from distractions while Teleworking. As soon as possible, the Employee will communicate to their Supervisor the need for the schedule to become more flexible during a specific day or week.
11. Teleworking Employees may not engage in personal business during working hours for any purpose for which leave (i.e., annual, sick, FMLA, etc.) would otherwise be required.
12. If Primary Worksite is out-of-state, prior to beginning Telework, the out-of-state Employee must contact Payroll Services (<https://payroll.louisiana.edu/about-us/staff>) to determine taxing jurisdiction and how payroll taxes will be remitted to taxing jurisdiction. Also, prior to the Employee beginning Telework out-of-state, the Employee's Supervisor shall contact Human Resources to ensure the University complies with appropriate work rules and state laws regarding employment in that state.
13. The Employee shall maintain a safe, secure, and ergonomic work environment.
14. The Employee must immediately notify their Supervisor in case of an on-the-job injury.
15. The University assumes no liability for injury at the Alternative Worksite to any other person who would not be in the work area if the duties were being performed at the Employee's Primary Worksite.

16. No Employee shall engage in face-to-face University- related business at the Alternative Worksite.

17. The Employee shall allow appropriate University administration personnel to inspect the Employee's Alternative Worksite location at mutually agreed upon times to ensure that safe and proper working conditions exist.

F. Alternative Worksite, Equipment Purchase, Set-Up, and Maintenance

At a minimum, the Employee is responsible for providing office space, telephone, printing, networking, or Internet capabilities at their Alternative Worksite. Upon request and approval, Employees may be reimbursed by the University for these related expenses. Additionally:

1. The Employee shall protect University-owned/issued equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this Policy apply regardless of the storage media on which information is maintained, the locations where the data is stored, the systems used to process the information, or the process by which the information is stored. The Employee shall comply with all University and other applicable policies, including the Information Security Office policies, standards, and guidelines.
2. As soon as reasonably possible, the Employee shall report to their Supervisor any incidents of loss, damage, or unauthorized access to data and materials.
3. All equipment, records, and materials provided by the University and/or the University of Louisiana at Lafayette Foundation ("Foundation") shall remain the respective property of the University or Foundation.
4. The Employee shall be responsible for any damage done to their personally owned equipment used under this agreement, or that results due to Teleworking. The Employee shall be responsible for equipment that is lost, stolen, or damaged because of the Employee's negligence, misuse, or abuse.
5. The Employee shall return University-owned equipment, records, and materials immediately upon the expiration of this Policy or upon termination of the Formal Teleworking Agreement. Within five (5) business days of written notice, the Employee must return University-owned equipment for inspection, repair, replacement, or repossession.
6. Supervisors must complete the Alternative Worksite Checklist to inventory all University equipment being utilized at the Alternative Worksite.

III. Applicability

This Policy applies to and is enforceable against all Employees.

IV. Definitions

1. **Alternative Worksite:** is a worksite other than the Employee's customary/primary in-office worksite, most established through an approved Formal Telework Agreement.
2. **Employee:** is any full-time classified or unclassified faculty or staff member of the University.
3. **Supervisors:** is anyone who oversees, directs, or evaluates the work of others, including, but not limited to Deans, Directors, Department Heads, and any other University employees in a Supervisory role.
4. **Department Head:** is an Employee leader with programmatic, managerial, and fiscal responsibilities for a designated department or college and who reports to a Vice President, Provost, or President.
5. **Formal(l)y Telework/Teleworking:** is an approved arrangement where an Employee works remotely from an Alternative Worksite away from the usual workplace on an ongoing, regular scheduled, or within established limits basis (e.g., full-time or a set number of days per week).
6. **Primary Worksite:** is the Employee's usual and customary/in-office worksite.
7. **Situational(l)y Telework/Teleworking:** is an approved arrangement where an Employee works remotely from an alternative worksite away from the usual workplace on a case-by-case basis generally for a fixed duration of time and where hours worked are not part of a previously approved, on-going, and regular Telework schedule. (e.g., Telework approved because of inclement weather, declared emergency, special work assignments, office closures, etc.).
8. **Telework/Teleworking:** is a work flexibility arrangement under which an Employee performs the duties and responsibilities of their position from an approved alternative worksite (e.g., the employee's home).

V. Policy Procedure

A. Teleworking General Management Procedures

When a Supervisor identifies a position for Formal Teleworking that could potentially be performed at an Alternative Worksite, the Supervisor will first evaluate that position by using the Teleworking Evaluation Worksheet. The Teleworking Evaluation Worksheet includes factors that will determine the eligibility of a position and/or Employee to Telework. Factors in considering eligibility may include, but are not limited to:

1. Nature of the work performed;
2. Efficiency of work processes;

3. The Employee's work performance;
4. The Employee's ability to function independently;
5. Impact on ability to provide quality customer service;
6. Utilization of office space;
7. Utilization of technology;
8. Effectiveness of communication; and
9. Impact on departmental operations.

If the nature of the work performed and the Employee's abilities meet the minimum criteria indicated on the Teleworking Evaluation Worksheet, the Supervisor will complete the Formal Teleworking Arrangement Form and forward the completed evaluation worksheet, arrangement, and the job description to the Supervisor's Vice President for review and approval. Once the Vice President has reviewed and approved, the Supervisor will forward the Formal Teleworking Arrangement Form and forward the completed worksheet, arrangement, and the job description to hrconsultancy@louisiana.edu for review and approval.

Situational Telework requires review and approval by the Employee's Supervisor and Department Head. Situational Telework approvals are not part of Formal Telework approvals or a previously approved Formal Teleworking Arrangement.

B. Teleworking Review and Approval Procedures

1. Upon Human Resources approval, the Supervisor will be notified to complete the Formal Teleworking Agreement with Employee.
2. Supervisor shall submit the fully executed Formal Teleworking Agreement to humanresources@louisiana.edu to be stored in the Employee's personnel file.
3. Teleworking Employee and their Supervisor are required to review and renew said Employee's Formal Teleworking Agreement as needed and at least annually.
4. The Employee should initiate a request to their Supervisor regarding ending or changing a Formal Teleworking arrangement at least fourteen (14) calendar days prior to the start of the requested change.
5. Supervisors will continue to conduct performance evaluations for all Employees, including those who are not Formally Teleworking, on an annual basis.
6. Employees Formally or Situationally Teleworking must adhere to all University policies including but not limited to the Code of Conduct and Ethical Behavior Policy.

VI. Enforcement

The Associate Vice President of Administration and Finance and Chief Human Resources Officer, as well as individual Supervisors, are responsible for enforcement of this Policy.

Supervisors are responsible for ensuring adherence to this Policy and are required to take immediate action to ensure compliance.

Sanctions for violations of this Policy may include, but are not limited to, disciplinary action up to and including termination of employment.

VII. Policy Management

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Associate Vice President of Administration and Finance and Chief Human Resources Officer is the Responsible Officer for this Policy. The Office of Human Resources is the Responsible Office for this Policy.

VIII. Exclusions

Not applicable.

IX. Effective Date

This Policy shall apply effective July 1, 2022.

X. Adoption

This Policy is hereby adopted on 7/26/2022.

DocuSigned by:

Joseph Savoie

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Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- Teleworking Evaluation Worksheet
- Formal Teleworking Arrangement Form
- Formal Teleworking Agreement Form
- Situational Teleworking Agreement Form
- Alternative Worksite Checklist

- Positions Eligible for Telework
- [Code of Conduct and Ethical Behavior Policy](#)

XII. Revision History

- Original adoption date of Interim Policy (HR.007.1): March 18, 2020
- Original adoption date of Policy (HR.007.2): September 18, 2020
- HR.007.3: On July 13, 2021, the Policy was updated to include minor updates to the Policy definitions and additional substantive changes.
- HR.007.4: On 7/26/2022, the Policy was updated. This version includes updates to the Policy with respect to the adoption of State Civil Service Rules 1.2.1, 1.25.3, 1.40.001, 1.40.002, 1.40.003, 1.40.004, 11.4.1, and 18.5, effective January 5, 2022.