



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

TELEWORKING POLICY

Policy # HR.007.2

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 Eligibility

The ability of an Employee to Telework is not an entitlement and is granted on a case-by-case basis by the Employee's Supervisor and approved by the appropriate Vice President. Employees who are qualified to Telework are those that perform mission critical business functions which have a significant impact on the University's operations and potential for recovery. These may be functions performed by a single individual or spread amongst several Employees.

B. Teleworking Arrangement

If an Employee is deemed qualified to Telework by an appropriate Vice President, the Employee shall follow the work schedule agreed upon by his or her Supervisor and correctly document all work hours. While Teleworking, the Employee's job responsibilities and standards of performance remain the same as when working on-campus. The quantity, quality, and timeliness of the Employee's work are expected to be maintained or enhanced. Teleworking arrangements may be temporarily adjusted to have Employees meet critical deadlines or attend important meetings. An Employee's Telework arrangement will be evaluated on an ongoing basis to ensure that Employee work quality, efficiency, and productivity are not compromised.

All University policies and procedures regarding the process for requesting approval in advance of working any overtime hours and to seek manager approval to use vacation, sick, or other leave remain applicable to the Teleworking Employee.

If the Teleworking arrangement is being requested as an accommodation under the provisions of the Americans with Disabilities Act Amendments Act (“ADAAA”), it must first be reviewed and approved by EEO/ADA Coordinator at HRCCompliance@louisiana.edu.

Teleworking is not considered a permanent arrangement and may end at any time due to performance concerns, organizational needs, team structural changes, violations of University or other applicable policy, service or performance impairment. The University reserves the right to temporarily suspend, alter, or terminate an Employee’s eligibility to Telework.

This Policy is subject to the laws, rules, and regulations of the State of Louisiana and all policies and bylaws of the University and the University of Louisiana System.

C. Teleworking Rules

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. The Employee shall adhere to the protocols and methods of communication established by his or her Supervisor.
3. The Employee shall adhere to data security protocols established by University policies and his or her Supervisor.
4. The Employee shall adhere to protocols established by his or her Supervisor to secure and protect physical documents and records that must be used off-site.
5. The Employee will keep his or her Supervisor and other relevant Employees informed of Telework days or times not available or out of the office (i.e., taking leave).
6. As soon as possible, the Employee will communicate to his or her Supervisor the need for the schedule to become more flexible during a specific day or week.
7. If the regularly assigned place of Telework is out-of-state, prior to beginning the Telework, the out-of-state the 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.

8. The Employee shall maintain a safe, secure, and ergonomic work environment.
9. The Employee must immediately notify his or her Supervisor in case of an on-the-job injury.
10. The University assumes no liability for injury at the remote worksite to any other person who would not be in the work area if the duties were being performed at the Employee's regular place of employment.
11. The Employee shall allow appropriate University administration personnel to inspect the Employee's designated remote workplace location at mutually agreed upon times to ensure that safe and proper working conditions exist.
12. Regarding space and equipment purchase, set-up, and maintenance for Teleworking purposes:
 - i. The Employee is responsible for providing space, telephone, printing, networking, or Internet capabilities at his or her Teleworking location and shall not be reimbursed by the University for these or related expenses.
 - ii. The Employee shall protect University-owned 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.
 - iii. As soon as reasonably possible, the Employee shall report to his/her Supervisor any incidents of loss, damage, or unauthorized access to data and materials.
 - iv. 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.
 - v. The Employee shall be responsible for any damage done to his or her 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.
 - vi. The Employee shall return University-owned equipment, records, and materials immediately upon the expiration of this Policy or upon termination of the Teleworking Agreement. Within five (5) business days of written notice, the Employee must return University-owned equipment

for inspection, repair, replacement, or repossession.

III. Applicability

This Policy applies to and is enforceable against all Employees.

IV. Definitions

1. **Employee:** is any full-time classified or unclassified faculty or staff member of the University.
2. **Supervisors:** includes Deans, Directors, Department Heads, and any other University employees in a Supervisory role.
3. **Telework/Teleworking:** is an arrangement where an Employee works remotely from home or from another location away from the usual workplace.

V. Policy Procedure

A. General Management Procedures

1. Generally, a Supervisor should give at least thirty (30) days' notice in advance of ending or changing a Teleworking arrangement, business needs permitting.
2. Vice Presidents and Supervisors shall adhere to the procedures and guidelines identified in the COVID-19 Emergency Workforce Management Guidelines (see Remote Unit Operations, pp. 5-6) or other policies or guidelines referencing this Policy.

B. Procedures Applicable to Employees and Supervisors

1. If an Employee is deemed qualified to Telework by his or her Supervisor, the Supervisor will complete the Teleworking Request Form and submit to the appropriate Vice President.
2. Upon Vice President approval, the Employee shall review this Policy and the Employee and Supervisor shall execute the Teleworking Agreement. Employee shall submit the fully executed Teleworking Agreement to humanresources@louisiana.edu.
3. Generally, an Employee should make a request to his or her Supervisor regarding ending or changing a Teleworking arrangement at least thirty (30) days prior to the start of the requested change.
4. Supervisors will continue to conduct performance evaluations for all Employees, including those who are not Teleworking, on an annual basis.
5. Employees Teleworking must adhere to all University policies including but not limited to the Code of Conduct and Ethical Behavior Policy.

VI. Enforcement

The 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 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 March 18, 2020.

X. Adoption

This Policy is hereby adopted on 9/18/2020.

DocuSigned by:
Joseph Savoie
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Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✿ COVID-19 Emergency Workforce Management Guidelines
- ✿ Teleworking Request Form

- ✦ Teleworking Agreement Template
- ✦ Teleworking Request Worksheet
- ✦ [Code of Conduct and Ethical Behavior Policy](#)

XII. Revision History

- ✦ Original adoption date of Interim Policy: March 18, 2020
- ✦ Original adoption date of Policy: 9/18/2020 (made effective March 18, 2020)