

SALISBURY UNIVERSITY

POLICY ON TELEWORK

I. POLICY STATEMENT

Salisbury University (“SU” or the “University”) recognizes Telework as an option that serves the best interests of Salisbury University faculty and staff in appropriate circumstances. This policy provides an overview for Telework as a potential opportunity for certain positions and eligible employees.

II. PURPOSE

Teleworking arrangements are beneficial to SU and serve the interests of the institution, its employees and the environment. Teleworking arrangements also provide an avenue for ensuring the safety and security of its constituents. SU has established a teleworking policy to provide alternative work arrangements that allow eligible employees to work at Remote Workplaces under appropriate circumstances. Teleworking typically means using telecommunications technology to work at a location other than the Main Workplace.

III. DEFINITIONS

- a. **Main Workplace** – The teleworker’s usual and customary work site, usually at the University or satellite campus.
- b. **Remote Workplace** – A work site other than the Main Workplace, including the employee’s home, a non-campus office, or a telework center (facility that offers office-like workstations and electronic equipment that may be used by State agencies to house teleworking employees).
- c. **Telework** – Work by an employee who is approved to work in a Remote Workplace. Telework does not include site visits or attendance at meetings away from the employee’s assigned workplace that are part of the employee’s regular job duties.
- d. **Eligible Employee** – An employee who is not in a probationary/trial period, has worked in their current position/classification for a minimum of 12 months; does not currently have active discipline; and has received at least a Meets Expectations in all categories on their most recent PMP.

IV. PROCEDURES

A supervisor is responsible for determining which positions are suitable for Telework and at what frequency. The number of Telework days may be subject to additional approvals. An eligible employee who is interested in Telework shall contact their supervisor. A position’s eligibility for Telework includes, but not limited to:

- a. The best interest of the institution;

- b. The position is classified as exempt under FLSA;
- c. The position's work duties, assignments, and activities are portable and can be performed effectively outside the Main Workplace;
- d. The position's requirement for face-to-face contact with other employees, clients, and members of the public can be replaced by telephone or e-mail communication without loss of effectiveness or productivity; and
- e. The employee's performance during Telework periods can be effectively evaluated.

If approved, the supervisor and employee will appropriately document the Telework arrangement utilizing the documents provided by the Human Resources Office. The decision to allow an employee to Telework will be reviewed periodically. Additionally, the employee's Telework schedule may be revised or rescinded by the supervisor, head of the department, or respective Vice President at any time, without notice, in order to meet the needs of the unit, such as in-person coverage or changing workload in the unit, or to address issues involving the completion of assignments, productivity, or performance.

With approval of the supervisor, head of the department, and respective Vice President, employees not normally eligible for Telework may do so in a nonrecurring situation where Telework will benefit the operations of the University. In such situations, Telework for the employee ordinarily shall not be longer than two (2) pay periods in duration. Examples of such situations include: (1) an employee with a medical condition that precludes the employee from traveling to or working at the Main Workplace but does not hamper the employee's ability to perform eligible work from a Remote Workplace (such an employee must not be using sick leave or leave under the Family Medical Act); (2) a specific critical work assignment that can best be performed from a Remote Workplace, where the distractions of the Main Workplace would otherwise reduce the employee's effectiveness; or (3) other short-term circumstances in which a supervisor determines that Telework is appropriate.

Employees working at a Remote Workplace must comply with all SU and University System of Maryland ("USM") policies as if the employee were working at the Main Workplace.

V. APPEALS

The approval, denial, or cessation of a Telework arrangement is not grievable under any employment grievance policy.

VI. RESPONSIBLE DEPARTMENT

Questions or concerns regarding this policy and/or its applicability should be referred to the Human Resources Office via email at humanresources@salisbury.edu or by phone at 410-543-6036.

Approved by: Executive Staff

Effective Date: March 2020

Amended Date(s):

March 13, 2020