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**SUCCESSFUL TELECOMMUTING ARRANGEMENTS**

(Last Revised: 5/3/10)

***SUITABILITY OF WORK TYPE:***

When considering whether a position is suitable for telecommuting, it is important to consider job content rather than job title, appointment or work schedule.

Examples of appropriate telecommuting work would include but are not limited to:

* thinking and writing: data analysis, reviewing grants or cases, writing reports
* computer oriented tasks: programming, data entry and word processing
* telephone intensive tasks: conference scheduling, obtaining information

Examples of work not suitable for telecommuting would include but are not limited to:

* if the employee needs to have extensive face-to-face contact with the supervisor,
* other employees, clients, or the general public;
* the employee needs frequent access to material that cannot be moved from the regular office;
* the University cannot provide special facilities or equipment that are necessary;
* it would be too costly for the University to duplicate the same level of security at the alternative workplace.

***SUITABILITY OF EMPLOYEE AND SUPERVISOR:***

When considering an employee for a telecommuting arrangement, certain characteristics are particularly important to be successful:

* organized, highly disciplined and self motivated;
* requires minimal supervision with ability to produce results at a level comparable

to a peer working within the regular work place;

* current performance level should be at least “fully successful” so as to ensure thorough

comprehension of job requirements.

Employees not suitable for telecommuting positions may include characteristics of the following:

* need to be in the office to learn the organization;
* require on-the-job training;
* need close supervision on a consistent basis;
* who thrive on interaction with co-workers.

Supervisors would need to demonstrate the following characteristics to ensure the continued success of their telecommuting employee:

* willingness to try out the new arrangements and take steps necessary to ensure its success;
* comfortable managing by results without actually viewing the process to achieve the results;
* ability to evaluate and determine what, if any, changes in the arrangement need to occur or when to discontinue the arrangement;
* ability to transition an employee back into the workplace should the telecommuting arrangement be deemed inappropriate to continue.

***CANCELLATION OF TELECOMMUTING AGREEMENT***

The University of Alaska and the telecommuting employee agree to terminate the telecommuting agreement for any reason or no reason upon the request of either party with due notice of 30 days or less as agreed upon by both parties involved. Upon discontinuance of a telecommuting agreement, the employee is to resume his or her regular schedule at the regular office after due notice. The employee understands that the University of Alaska may cancel the telecommuting arrangement and instruct the employee to resume working at the regular office.

***SUITABILITY OF WORK ENVIRONMENT***

The employee must have a safe and adequate place to work off-site that is free from interruptions and that provides the necessary level of security and protection for University of Alaska property.

* Telecommuting employees may not use regularly scheduled work time for providing dependent care or any purpose other than duties assigned per their University of Alaska job requirements.

A telecommuting employee may sometimes be affected by an emergency and be excused from work. The University of Alaska may excuse a telecommuting employee if (s)he cannot perform work because the regular work site is closed and/or the alternative workplace is affected by the emergency. The University of Alaska will grant the telecommuting employee an excused absence as appropriate. If an emergency affects only the alternative worksite for the majority of the regular workday, the University of Alaska can require the telecommuting employee to report to the regular worksite or approve the employee taking an appropriate leave status absence.

***RELATED DOCUMENTS***

* Telecommuting Agreement
* Employee Work Activity Outside of Alaska form