

# UConn HEALTH

**POLICY NUMBER 2016-03**

**May 9, 2017**

## **POLICY: TELECOMMUTING**

### **PURPOSE:**

To establish guidelines and procedures for UConn Health employees to telecommute, in accordance with relevant state statutes and UConn Health practices. This policy is designed to increase worker efficiency and productivity, and to reduce travel time.

### **POLICY STATEMENTS:**

Telecommuting is a mutual arrangement whereby an employee regularly works from an approved location on a pre-scheduled basis for all or part of their workweek in order to increase worker efficiency and productivity, benefit the environment and reduce traffic congestion. It does not change the nature of the work the employee is expected to perform, the hours the employee is expected to be working, the employee's official duty station or the employee's obligation to comply with laws, regulations and state and agency policies.

Telecommuting is not an entitlement. All employees wishing to telecommute must qualify for participation. The employee must submit a proposal through their department leadership to Human Resources for review before a decision will be made.

UConn Health has the sole discretion to approve or deny telecommuting requests based upon its assessment of the employee's proposal in accordance with the guidelines set forth in this document and the business needs of UConn Health.

The approval of one telecommuting request shall not create any rights or expectations that a subsequent request from the same employee or a request from a different employee in the same job classification or Department will be approved. Denial of a request to telecommute is not subject to the grievance process.

Nothing in this policy precludes UConn Health from taking any appropriate disciplinary action against an employee who fails to comply with the provisions outlined in the telecommuting arrangement. Non-compliance may also result in the immediate cancellation of the telecommuting arrangement. Cancellation of the telecommuting arrangement is not subject to the grievance process.

An approved telecommuting request will be in writing and must contain all indicated signatures before the telecommuting arrangement may begin. The original signed form shall be kept in the telecommuting employee's personnel file. The written approval indicates the employee's

understanding and agreement with all terms and conditions referenced in the guidelines attached including:

- A. Standards of Conduct
- B. Compensation and Benefits
- C. Work Performance
- D. Schedule
- E. Duration
- F. Telecommuting Location
- G. Availability to Report to Official Duty Station
- H. Family Responsibilities
- I. Equipment and Supplies
- J. Security of Equipment and Materials
- K. Liability for Injuries
- L. Inability to Work at Telecommuting Location
- M. Late Opening, Early Dismissal, Agency Closures
- N. Medical Issues
- O. Local Zoning Ordinances
- P. Tax Implications

**PROCEDURE:**

Prior to submitting a request to telecommute, an employee should read through the guidelines attached for implementation:

[http://health.uconn.edu/human-resources/wp-content/uploads/sites/24/2016/06/telecommute\\_guidelines.pdf](http://health.uconn.edu/human-resources/wp-content/uploads/sites/24/2016/06/telecommute_guidelines.pdf)

John Peeples (Signed)

5/18/17

---

**John Peeples, M.B.A.**  
**Vice President of Human Resources**

---

**Date**

Andrew Agwunobi (Signed)

5/30/17

---

**Andrew Agwunobi, M.D., M.B.A.**  
**Chief Executive Officer**  
**Executive Vice President for Health Affairs**

---

**Date**

New Policy: 5/6/16  
Revised: 5/9/17