



HUMAN RESOURCES

Temporary Telecommuting

Employees are expected to work at the work location designated by Oklahoma State University. Designation of the work location is based on the operational needs of the unit. However, in an effort to provide a flexible and supportive work unit, use of a remote work

location or telecommuting option may be requested or encouraged due to social distancing protocols.

Approval for temporary telecommuting must be endorsed by the unit administrator and/or dean. Typically, these arrangements must also be approved by the appropriate Vice President; however, this requirement is currently suspended. Telecommuting is not an employee entitlement and may be terminated at any time by the supervisor or administrative official and/or the employee.

Guidelines for Temporary Telecommuting

Within the operating needs of the department, unit administrators have the flexibility to work with employees in order to accommodate commuting and other needs of employees within the following guidelines:

- Telecommuting programs are at the discretion and advance approval of the unit administrator. The attached forms are for documentation of this approval and should be kept within departmental records.
- Approval depends upon the job duties to be performed and may not be suitable for all positions or departments. Telecommuting arrangements must not jeopardize or impact normal operations or hamper teamwork and unit results.
- Unless otherwise approved, work hours of the regular work location must be maintained. Failure to maintain such hours will result in return to regular work location.
- The designated remote work location is considered an extension of the department's workspace and must maintain a professional atmosphere and decorum.
- Telecommuting arrangements must constitute a safe working environment and are governed by the provisions of workers' compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties. The employee is responsible for completing the Safety Checklist with the supervisor and agrees to inspection at the request of a designated University official.

- Telecommuting arrangements, if available, should be offered uniformly to all employees whose positions are conducive for telework. When requests conflict, a fair and impartial means must be used to grant requests. Telecommuting may not be available for new employees during the first 90 days of employment or for employees with any current corrective action.
- An approved telecommuting arrangement must be reviewed after the first three months and thereafter on an annual basis to determine the value and success of such action.

Advantages of Temporary Telecommuting

- Allows employees flexibility in meeting personal needs.
- Increases employee retention, loyalty, and morale.
- Improve the University's ability to recruit and retain employees who may be otherwise unavailable.
- Allows for social distancing efforts on campus.

Things to Remember About Telecommuting

- Not every position is suited. The unit administrator is responsible to set work locations that meet the operating needs of the unit.
- To be successful, the program must "work" for both employees and the unit
- Communication is key. Supervision and supervisory feedback is still necessary
- Consistency and fairness are important with this and every aspect of employment practices.

Questions regarding these practices can be addressed to your HR Consultant or campus HR office.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source.

TEMPORARY TELECOMMUTING AGREEMENT
Oklahoma State University

Employee Information

Name: _____ Banner ID: _____

Department: _____ Title: _____

Continuous Employment Date: _____ FLSA status – (select one):
 exempt nonexempt

Regular/Primary Work Location: _____ Phone: _____

Alternate Work Location

1. Indicate proposed work location:
2. Describe benefits of telecommuting to department:
3. Describe benefits of telecommuting employee:
4. Describe how the employee will communicate with supervisor and department:
5. Briefly explain how hours worked will be tracked/recorded:
6. Briefly describe how the quality and quantity of work will be evaluated? What measures will be used to determine that the agreement is working successfully for the department?

Work Location Schedule

7. Dates of Proposed Schedule: _____

Current Work Location Schedule	Hours	Day	Proposed Work Location Schedule	Hours
		Saturday		
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		
Friday				
Total:		Total:		

Lunch time will be from _____ to _____ each work day.

Terms and Conditions of Participating in Temporary Telecommuting Agreement

- Working at a remote work location is an exception and not an entitlement.
- Participating in a telecommuting agreement can be terminated at any time by the supervisor or the employee.
- The employee and supervisor will develop and follow an effective communication strategy for each other and co-workers.
- Conditions of employment with Oklahoma State University are not affected by telecommuting.
- The designated remote work location is considered an extension of the department's workspace and is governed by the provisions of workers' compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties.
- The remote work area are subject to review by the supervisor/unit administrator/or designee with reasonable notice.
- The remote work location environment will be professional when receiving or making work-related phone calls (e.g., no barking dogs, loud music/television, crying children in the background, etc.)
- Working in a remote work location is not a substitute for dependent or elder care.
- Work hours, use of annual leave, sick leave, and all other types of leave will conform to current OSU policies and procedures. The employee will maintain their work schedule and submit appropriate documentation requesting sick leave, annual leave, or other types of leave (when applicable).
- Business meetings with third parties will be conducted at the primary duty station or other approved location. Approval for alternative meeting sites must be obtained in writing prior to the meeting.
- On occasion, the employee may be required to report to the primary work station to attend meetings or tend to other responsibilities.
- Oklahoma State University equipment to be utilized at the remote work location will be listed on an Inventory of Equipment Form, signed and dated by the employee and supervisor.
- The employee will maintain a safe working environment. The supervisor and employee will review and sign the Remote Work Location Safety Checklist when the location is provided and/or maintained by the employee.
- The employee will safeguard all work related records and files from loss or damage. All products, documents, reports, and data created at the remote work location as a result of work-related activities are the intellectual property of Oklahoma State University and are subject to the Oklahoma Public Information Act. The employee will return all work-related property to the department, upon request.
- The employee will ensure a secure computing environment in that the computer workstation being used at the remote location will meet the OSU computer security standards.

REMOTE WORK LOCATION SAFETY CHECKLIST

Oklahoma State University

The employee and supervisor will review this checklist together to ensure steps have been taken to address the safety of the remote work location when the location is provided and/or maintained by the employee.

Remote Work Location

- The employee has clearly defined workspace that is kept clean and orderly.
 - The lighting is adequate for assigned tasks. Exits are
 - free of obstructions.
 - Supplies and equipment (both departmental and employee-owned) are in good condition. The *Inventory of Equipment Form* has been reviewed and signed, if applicable.
 - The work area is well ventilated and heated for assigned tasks.
 - Storage is organized to minimize risks of fire and spontaneous combustion.

- Cords, cables, or other items are placed in an orderly fashion to prevent a tripping hazard. Surge protectors are used for OSU-owned computers, fax machines, and printers. Heavy items
 - are securely placed on sturdy stands close to walls.
 - Computer components are kept out of direct sunlight and away from heaters.

 - Computer operating system and software must be updated regularly with security patches

 - Dual authentication must be enabled and used.

 - Antivirus software must be installed, enabled and updated regularly

 - A VPN (Virtual Private Network) must be used when connecting to OSU information resources; a VPN client is available through the OSU Information Technology website, <https://it.okstate.edu/services/remote-access/index.html>

Emergency Preparedness

- A first aid kit is easily accessible and replenished as needed.
- Portable fire extinguishers are easily accessible and serviced as needed.

Ergonomics

The workstation (desk, chair, computer, and other equipment) is arranged to be comfortable without unnecessary strain on the back, arms, neck, etc.

Other Safety Items

Comments

I have reviewed this *Remote Work Location Safety Checklist* with my supervisor and have taken steps to ensure safety at my work location. I understand this checklist is not all inclusive, and it is my duty as an OSU employee to create and maintain a safe working environment at my alternate work location. I understand my supervisor/department head/unit head/or designee may review my remote work location with reasonable notice.

Employee

Date

I have reviewed this *Remote Work Location Safety Checklist* with the employee referenced above.

Supervisor

Date

