TELECOMMUTING PROCEDURE

PERSONNEL | 300.318A

Last Evaluation

02/09/2026

Executive Staff Review

7/6/2026

1. Procedure Purpose

This procedure establishes the required steps, roles, responsibilities and documentation necessary to implement and administer telecommuting agreements, in accordance with the Telecommuting Policy 300.318. The procedure ensures consistency, accountability, compliance with other college requirements and policies, and continuity of operations while supporting limited flexible work arrangements, when appropriate. .

2. Definitions

Continuous Leave - An approved leave of absence during which an employee is fully relieved of all work duties and responsibilities for an uninterrupted period of time. Continuous leave is considered a non-work status, and employees may not perform any job-related duties while on continuous leave.
Employee - A person whose salary, wages, pay or compensation is paid from college-managed funds provided by the State of Utah.

Exigent Circumstance(s) - Situations that require swift or immediate action.

Supervisor - An individual employed by the college who has hiring authority and who has a position that directly supervises an employee of the college.

Telecommuting – A flexible work arrangement allowing an employee to work at home for part, or all of, their regular work schedule.

Telecommuter – An employee approved for an alternative work arrangement by way of telecommuting.

3. Procedure

3.1 Eligibility and General Conditions

3.1.1 Telecommuting is not a universal right or benefit and may not be appropriate for all positions.

3.1.2 Telecommuting requests are evaluated on a case-by-case basis, taking into consideration

- Job duties and operational need
- Departmental and college-wide impact
- Exigent circumstances, when applicable

3.1.3 Supervisors must consult with the AVP of Human Resources before considering telecommuting arrangements for employees currently on leave.

3.1.4 Employees on continuous leave are not eligible to telecommute. Continuous leave is considered a non-work status, and employees may not perform work duties during this time. Continuous leave includes, but is not limited to:

- Medical leave
- Family and Medical Leave Act (FMLA) leave
- Extended personal leave
- Workers' compensation leave

3.2 Request and Approval Process

3.2.1 An employee should initiate a telecommuting request by discussing the proposal with their direct supervisor.

3.2.2 If the supervisor determines the request is operationally feasible, the supervisor and employee work together to define:

- The scope of work to be performed remotely
- The proposed telecommuting schedule, including when regular check-ins will occur
- The duration of the agreement (temporary or permanent)

3.2.3 All telecommuting agreements must be mutually agreed upon by the following individuals:

- The employee
- The direct supervisor
- The department director
- The applicable Associate Vice President (AVP)
- The AVP of Human Resources

3.3 Telecommuting Agreement Form

3.3.1 A Telecommuting Agreement Form is required for all temporary or permanent telecommuting arrangements

3.3.2 The agreement must document the agreed upon terms listed in 3.2.2

3.3.3 The completed agreement is retained by Human Resources and is included in the employee's personnel file

3.3.4 Telecommuting agreements must be reviewed every six (6) months by the supervisor and department director to determine whether the arrangement will continue, be modified, or discontinued.

3.4 Work Expectations and Communication

3.4.1 Supervisors are responsible for monitoring and evaluating telecommuter performance, including:

- Hours worked
- Deadlines and productivity
- Quality of work

3.4.2 Telecommuters must:

- Maintain effective communication with their supervisor and department
- Be accessible by phone or electronic means within a reasonable timeframe during approved work hours
- Accurately report time worked

- Get supervisor approval for any adjustment to their previously agreed upon work schedule including using accrued paid time off for sick, vacation, or personal hours

3.4.3 Time spent on non-work activities during telecommuting hours must not be reported as work time.

3.5 Dependent Care During Telecommuting

3.5.1 Telecommuting should not replace regular dependent care. Employees are expected to have appropriate care arrangements in place during agreed-upon telecommuting hours when dependents would normally require supervision or care.

3.5.2 We recognize that unforeseen or exigent circumstances may arise. In such situations, employees should communicate with their supervisor as soon as possible to discuss temporary adjustments or accommodations.

3.6 Equipment, Technology, and Data Security

3.6.1 Employees may request the use of college owned equipment and supplies for telecommuting through their supervisor

3.6.2 Employees using personal equipment for telecommuting acknowledge and release the College from any liability related to that equipment

3.6.3 No protected or confidential information may be stored on personal electronic devices

3.6.4 Telecommuters must comply with all college data security and technology requirements

3.7 Workers' Compensation and Liability

3.7.1 Telecommuters are covered by Worker's Compensation Insurance only for injuries that:

- Are work-related
- Occur during approved work hours
- Arise from the performance of normal job duties

3.7.2 The College is not responsible for injuries or incidents occurring outside of approved work activities or hours

3.8 Tax Responsibility

3.8.1 Telecommuters are solely responsible for any additional income tax liability that may arise as a result of working remotely

3.9 Modification or Discontinuation

3.9.1 Telecommuting arrangements may be discontinued by the College at any time

3.9.2 Supervisors may recommend termination of a telecommuting arrangement due to:

- Performance concerns
- Operational needs
- Non-compliance with policy or procedure

3.9.3 Discontinuation may occur with or without notice, depending on circumstances

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4. Evaluation History

Last Evaluation	Executive Staff Approval
6/11/2020	6/15/2020
02/09/2026	[Date]