I. INTRODUCTION (Purpose and Intent)

Telecommuting is a work arrangement whereby eligible employees of the USF System may perform the normal duties and responsibilities of their positions through the use of computers or telecommunications at sites other than the employee's usual place of work. Employees, while engaged in such work, are covered by workers' compensation.

This policy establishes delegation of authority to grant telecommuting arrangements, as well as the responsibilities associated with the purchase and use of office equipment and technology.

II. STATEMENT OF POLICY

A. Approval of Telecommuting Arrangement

1. Vice Presidents have the authority to approve or disapprove for employees under their direction, telecommuting arrangements that are in the best interest of the USF System. They may authorize the use of USF System-owned equipment or services, including telecommunications lines. This authority may be delegated to deans and directors; however, deans and directors are not authorized to approve their own telecommuting arrangements and Vice Presidents/Provost may approve telecommuting arrangements for deans and directors.

2. Each employee entering into a telecommuting arrangement for which the USF System will pay for any services or for telecommuting on other than an incidental or occasional basis will have a written agreement with the USF System. This agreement will address the terms and conditions of the telecommuting arrangement including, but not limited to, the following: duration, work hours, location, a description of the equipment and/or services the USF System and/or the employee will provide, expenses to be paid by the employee and/or the USF System, and how work will be
evaluated. A telecommuting agreement template can be found in the Division of Human Resources website. A copy of the signed telecommuting agreement must be forwarded to the Division of Human Resources.

3. Because of the potential implication of wage and hours laws and the monitoring, restrictions, and record keeping associated with hours worked by non-exempt employees, telecommuting arrangements are typically limited to exempt employees. Inquiries regarding this limitation, and its impact on non-exempt employees, are to be directed to the Division of Human Resources, which must be consulted and must approve telecommuting agreements involving non-exempt employees. Any questions regarding whether a particular employee is exempt or non-exempt should be directed to the Division of Human Resources.

B. Approval of Equipment and Services to be Paid by the USF System

1. USF System-owned equipment or services normally will not be provided or paid for by the USF System when the telecommuting situation is authorized solely for the convenience of the employee. When telecommuting situations warrant the expenditure of USF system funds for the purchase of equipment or services or the reimbursement of expenses, the expenditures must be approved prior to the expense incurred.

2. Requests for communications lines for telephones, faxes, or modems and for the telephone instruments for an employee's telecommuting arrangement must be approved by Information Technology.

3. Non-telecommunications equipment and services (e.g. fax machines, modems, office equipment, personal computers, service/maintenance agreements) that are to be paid for by the USF System for use by a telecommuting employee are to be ordered through the Division of Purchasing and Property Services. Requests for the purchase of equipment and service/maintenance agreements will be submitted by the employee's department to the Division of Purchasing and Property Services.

4. The employee's department is responsible for maintaining and accounting for all USF System equipment at an off-campus location and for terminating services which are no longer required.

C. Telecommuting Employee’s Use of Technology

Some telecommuting situations may require the use of data terminal equipment (DTE) or personal computers to communicate with host computers. Insofar as possible, uploading and downloading data and other means of minimizing online time should be practiced.
Current Responsible Office*: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.