

04-17. Working Remotely – Teleworking and Telecommuting

Internal Policies and Procedures of the Utah State Board of Education
Policy # 04-17
Subject: Working Remotely – Teleworking and Telecommuting
Effective Date: 08/01/2018
Revision Date:
Purpose: To provide USBE employees an appropriate work-life balance; strive for high employee morale, productivity, retention, and efficiency; and potentially reduce employee commuting, which may ease traffic congestion and minimize air pollution.
Policy: A USBE employee may be approved to work remotely if the employee’s supervisor approves the arrangement, and the employee’s work and overall contribution can be effectively and efficiently accomplished outside the traditional office environment.
References: DHRM Administrative Rule DHRM Rule R477-8-2. Telecommuting

Procedures:

Working Remotely – Teleworking and Telecommuting – General Provisions

- “Telecommuting” means working while commuting to or from the office site.
- “Teleworking” means working from a remote site that is not the office site.
- “Working remotely” means teleworking or telecommuting.
- Working remotely is a mutual agreement between a USBE employee and the USBE regarding job duties or projects that the employee can perform or accomplish outside of the traditional office environment.
- Working remotely may occur on a routine basis or on occasion, as needed.
- A USBE employee’s supervisor and Deputy Superintendent shall approve the employee’s request to work remotely on a routine basis.
- If an employee needs to work remotely on occasion, the employee shall request approval from the employee’s supervisor, prior to working remotely for that occasion.
- Working remotely is an option, not a universal employee benefit or right, and has the potential to meet the needs of both the USBE and the employee.
- A USBE employee does not have an obligation to work remotely and may return to a conventional office arrangement at any time.
- An employee who works remotely is accountable for the work performed while working remotely, and may be asked to verify hours and work performed via a work log.
- Entering into an agreement to work remotely does not affect an employee’s salary, job responsibilities, benefits, or the amount of time the employee is expected to work.
- Employees who are working remotely are held to the same performance expectations as those who do not work remotely. If an employee is not meeting these expectations,

the employee may be required to return to a traditional working arrangement at the USBE office.

- The Superintendent or the Superintendent's designee may terminate or suspend an arrangement to work remotely at any time and for any reason.
- Any hardware or software purchased by the USBE remains the property of the USBE and will be returned at the conclusion of the agreement to work remotely.
- USBE-owned software may not be duplicated except as formally authorized in writing.
- For the purpose of defining the employee's work period during which the employer has liability for job related accidents or illnesses and during which worker's compensation laws apply, the employee's work hours will conform to a schedule agreed upon by the employee and the employee's supervisor.
- A USBE Employee shall fill out the appropriate Working Remotely forms in the AAA section of the UPM.

Teleworking

- Upon approval of the employee's supervisor and Deputy Superintendent, A USBE employee may routinely telework one day per week. The employee's telework schedule shall be consistent, with variances from this schedule handled at the discretion of employee's supervisor.
- Routine teleworking occurs on a regular basis, with a consistent schedule, at an alternative location approved by the employee's supervisor.
 - Routine telecommuting must be at least as cost-effective for the USBE as having the employee work in a traditional office setting.
- Occasional teleworking consists of working occasionally from an alternative location (usually a location in the telecommuter's home) on an as-needed basis.
 - Occasional teleworking may be approved by the employee's supervisor on occasions when the USBE can achieve increased efficiencies by approving such arrangements and the project or task is generally short term, or the employee's need for the increased flexibility is short term.
- An employee's supervisor may require a teleworker to attend meetings, conferences, or other activities away from the teleworker's primary work location.
- An employee may not provide primary care for children, elders, or other dependents who would otherwise require supervised care during the employee's agreed upon teleworking time.
- A position that requires the employee to be regularly present at the USBE office location (for example, an onsite support position) is not eligible for routine teleworking.
- A teleworker shall maintain a designated work space at the alternate work location, and worker's compensation liability will be limited to this work space.
- The USBE retains the right to make on-site inspections of a teleworker's work area to ensure that safe work conditions exist.
- On-site visits by the USBE may also be made for the purpose of retrieving equipment and other USBE property in the event of employee illness or termination.

Telecommuting

- An employee may telecommute on public transport while traveling to and from the USBE.
- An employee may not be approved for routine telecommuting if the arrangement results in an increased workload for another employee.
- On a day indicated as a red air day by the Utah Division of Air Quality, a USBE employee, with or without a signed telecommuting agreement, may telecommute on public transportation, if the employee notifies and receives approval from the employee's supervisor first.