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Originating Office:	Human Resources
Responsible Executive:	Chief Human Resource Officer
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Alternative Work Schedule and Telework (Remote Work)

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I. REASON FOR THIS POLICY

Alternative work schedules and remote workplaces may pose advantages for both the University and its employees. This policy establishes guidelines for administering alternative work schedules and/or teleworking arrangements with university Non-Faculty Exempt (NFE) and Civil Service Act (CSA) employees. Faculty members are not included in this policy.

II. STATEMENT OF POLICY

Teleworking or alternative work schedules are a voluntary agreement between eligible employees and their supervisor and must be approved on an individual basis by the Vice President. Teleworking and/or alternative work schedules are not appropriate for all employees and jobs and should be considered on a case-by-case basis. This policy is for longer term arrangements and not for special short term circumstances, such as inclement weather or other declared emergencies that temporarily require employees to work remotely or work alternative schedules. In all instances the following guidelines apply:

- A. Telework and alternative schedule arrangements are at the discretion of the supervisor. They are a privilege, not a universal right or benefit, and may be terminated by USD at any time.

- B. Telework or alternative work schedules do not change the conditions of employment. Work performed at alternate locations or in alternate schedules are considered official university business and documents created in the course and scope of employment are university business documents. Employees continue to be required to comply with all appropriate policies and procedures. The university may establish additional specific conditions that apply to agreements.
- C. An employee's compensation and benefits will not change due to telework or alternative work schedules. Telework or alternative work schedules cannot be used to change the contractual appointment. For example, 12 month, 100% time positions cannot use alternative work schedules to reduce the expected weekly effort, nor to reduce the number of months worked in a year.
- D. The total number of hours employees are expected to work each week will not change regardless of work locations or schedules. Work hours must be documented in accordance with university policies and procedures, state and federal laws. Overtime-eligible employees may not work overtime hours due to teleworking or alternate schedules, unless pre-approved by supervisor.
- E. Employees working remotely are responsible for establishing and maintaining effective communication and work flow among coworkers, department managers and customers, and should be accessible by phone or other electronic means during their normal or other agreed upon work schedule.
- F. Employees are responsible for the safety and security of all University property and propriety information. Equipment and services provided for remote work are at the sole discretion of the employee's department. University provided equipment remain the property of the University and must be returned upon termination of the telework arrangement.
- G. The University shall provide necessary office supplies for remote work, as determined by the supervisor. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed unless pre-approved by the supervisor. All supplies should be secured in the telework site and must not be used by the teleworker or others for personal purposes.
- H. Teleworking employees must comply with all policies, procedures and requirements set forth by the University's Information Technology Department, including, but not limited to VPN access, computing devices and appropriate data security provisions.
- I. Telework is not a substitute for their own or a family member's illness, injury or other circumstance when sick leave or FMLA is appropriate.
- J. Telework may not be used to provide active care for a child or other dependent.
- K. Liability
 - I. Injuries at Remote Work Site. The University assumes no liability for injury at the remote work site to any other person who would not be in the work area if the duties were being performed at the regular place of employment. An injured employee participating in telework must notify his or her supervisor immediately and complete all requested documents.

- II. Workers' Compensation benefits will apply to injuries arising out of and in the course and scope of employment.
- L. The University will not be liable for damages to employee-owned equipment or property being used in telework or that may result from telework. All incidental costs, such as residential utility costs, homeowner's insurance or cleaning services, are the responsibilities of the teleworker. The University will not be responsible for operating costs, home maintenance, or any other incidental costs.
- M. The University will not be responsible for internet or telephone associated with the use of the employee's residence for telework, unless specifically provided in advance and in writing by the department head as outlined in the agreement.
- N. A teleworker will not be paid for time or mileage involved in travel between the telework-site and the primary worksite.

III. DEFINITIONS

ELIGIBLE EMPLOYEE – a permanent CSA or NFE employee of the University with satisfactory work performance may be eligible for telework or alternative schedule arrangements. This policy does not apply to faculty members.

NORMAL WORK STATION- the physical location, office, work station or building where the employee is regularly assigned to work by their supervisor. In most cases this would be defined by the location of customers who are served.

TELEWORK OR REMOTE WORK – a flexible work arrangement that allows an employee to work somewhere other than their normal work station for part or all of their regular work schedule.

ALTERNATIVE WORK SCHEDULE – a schedule that accommodates:

FLEXIBLE WORKING HOURS – a regular schedule that deviates from the unit's standard work schedule. It may include varying start and end times, or variations in lunch breaks.

and/or

COMPRESSED WORK SCHEDULE – a schedule that allows employees to condense a unit's assigned workweek. For example, a unit's normal scheduled hours are 8am-5pm M-F. A compressed schedule could be four 10 hour working days.

IV. PROCEDURES

The appropriate agreement (telework or alternative schedule docuSign) must be filled out and signed by the employee, the supervisor, and the Vice President. The online forms are initiated by the supervisor and are located in the links below.

Prior to allowing telework or alternative work schedules, supervisors should consider the following:

Positions that may be considered for telework or alternative schedules are those that:

- Have job functions that can be performed remotely or after regular hours without diminishing the quality of the work or disrupting the productivity of a unit;
- Do not require an employee's presence at the normal work station on a daily or routine basis;
- Have minimal or flexible need for specialized materials or equipment;
- Allow for an employee to be as effectively supervised as he or she would be if the job functions were performed at the normal work station or during regular hours;
- Has infrequent face-to-face communication requirements and communication can be managed by telephone, electronic mail, video conferencing, etc.

Positions that may not be suited for teleworking or alternative schedules are those that:

- Require regular face to face contact with a supervisor, other employees, students or the general public during business hours;
- Require routine access to information or materials that are available only at the normal work station or during business hours.

Employee Readiness:

- Ability to accomplish job duties with minimal supervision;
- The employee has demonstrated sustained high performance, and the supervisor believes that the employee can maintain the expected quantity and quality of work;
- Ability to self -manage time effectively;
- Has no record of disciplinary action in the six months prior to the arrangement and is not currently under a work improvement plan;
- Has consistently met performance ratings of "Meets Expectations"

V. RELATED DOCUMENTS, FORMS AND TOOLS

[South Dakota Board of Regents Policy 4:39](#)

[USD Policy 5.012, Remote Access](#)

[South Dakota Board of Regents Policy 4:40, Emergency Closing](#)

INFORMATION TECHNOLOGY SERVICES STANDARDS FOR TELEWORKING:

<http://link.usd.edu/TeleworkStandards>

TELEWORK AGREEMENT FORM - SUPERVISOR INITIATED:

<http://link.usd.edu/SupervisorInitiatedTeleworkPolicyv2>

ALTERNATIVE SCHEDULE AGREEMENT FORM:

<http://link.usd.edu/SupervisorInitiatedAlternativeWorkScheduleAgreement>

FLEXIBLE SCHEDULE TIME ENTRY FOR HOURLY EMPLOYEES (INSTRUCTIONS FOR COMPLETING TIMESHEETS):

[https://my.usd.edu/SimpleContentPortlet/content/de480c99-1048-47f9-b31f-5208ce2df470/Flexible Time Entry Instructions.pdf](https://my.usd.edu/SimpleContentPortlet/content/de480c99-1048-47f9-b31f-5208ce2df470/Flexible%20Time%20Entry%20Instructions.pdf)