**Notre Dame of Maryland University**

**Interim Telework Guidelines**

**1.  PURPOSE**

The purpose of these Telework Guidelines (“Guidelines”) is to state Notre Dame of Maryland University (NDMU) Guidelines for allowing employees of NDMU to work from an offsite location (usually the employee's home) during this COVID-19 Pandemic.

**2.  DEFINITIONS**

a.*Telework*: work at a location, other than the employee's customary worksite at the NDMU campus.

b.  Eligible Employee: any employee (full time or part time) who holds a position which includes duties that have been determined by the employee's supervisor to be suitable for Telework.

c.  Teleworker: an employee who is approved to telework from home. This could me teleworking all week or at a reduced time frame in coordination with PTO and/or flexible scheduling to perform limited essential functions on campus.

**3.  POLICY AND EMPLOYEE PARTICIPATION**

Telework is a voluntary work arrangement arrived at by agreement of the supervisor and employee. Telework arrangements are not an employee right or entitlement. The primary determinant in considering a potential Telework arrangement is an evaluation of the duties to determine the suitability of Telework. An employee or supervisor may initiate a proposal for a Telework arrangement. A supervisor must have a sound and documented basis for approving an employee's Telework placement.

a. Criteria

The following criteria shall be utilized in the supervisor's evaluation of a request for Telework:

1. The position or duties to be performed in the offsite location must be suitable for Telework as determined by the supervisor. For Telework to be approved, a position must include primarily tasks that can be performed away from the workplace without requiring significant off-site use of NDMU equipment or supplies, and without compromising confidentiality of NDMU information, as applicable.
2. The employee must have a track record of performing work accurately and efficiently without the need for close supervision.
3. If extensive public contact or interaction with coworkers is required, the employee must propose to the supervisor's satisfaction how the employee can meet the requirements for necessary face-to-face contact, meetings, or other types of contact required by the job.
4. The employee must be computer literate, have an available and suitable designated workspace at the offsite location, and have access to an NDMU laptop/computer, VPN access, internet, phone, and other equipment/software necessary for the completion of tasks. Employee must be able to set up and/or connect to Zoom and Skype for Business video calls. All costs incurred by an employee to arrange a Telework site and to Telework are the employee's expenses and will not be reimbursed (e.g., telephone call charges and internet service at home.).
5. The work required by the position must be measurable quantitatively, and the quantity and quality of work performed during Telework days should be measured in comparison to the work done in the office before and during periods of approved Telework. For project-oriented tasks, quantitative measurement may be replaced with: comparison of results to the established objective(s) of the tasks; adherence to a deadline or due date; and progress or status reports/meetings.
6. A need to have access to confidential hard copy data or physical files, or files stored external to the NDMU network may preclude an employee from eligibility for Telework in full or in part.

b. Proposed Telework Schedules

Unless otherwise agreed to, or required, by the supervisor, the work schedule of the Teleworker will be the same as the employee's work schedule in the customary worksite, including meal breaks and rest periods. During the approved Telework schedule, the employee must be available to be reached at the offsite location via telephone (including Skype for Business) and email. At the discretion of the supervisor, the employee may Telework on designated day(s) each workweek, or on different day(s) each workweek, as scheduled by the supervisor to insure continuity of office/unit operations.

c. Telework Requirements

1. Telework arrangements are subject to termination at any time at the discretion of either the supervisor or the employee.
2. A Telework schedule cannot be established or continued by an employee if the employee would have child or dependent care responsibilities during a scheduled day of Telework. During a Telework day, an employee's attention should be devoted entirely to work.
3. Attendance at the primary workplace to perform limited essential functions may be required on scheduled Telework days at the sole discretion of the supervisor. Transportation and parking costs for such attendance are the employee's responsibility.
4. Advanced supervisory approval must be obtained for any PTO leave to be taken during scheduled Telework days, or any overtime to be worked by the Teleworker after scheduled Telework hours/days.
5. Supervisors are strongly encouraged to require Telework employees to provide daily written reports of activities they performed or accomplished on Telework days.

 4.  TELEWORKER RESPONSIBILITIES

1. The Teleworker's duties, responsibilities, conditions of employment, salary and benefits are not affected by Telework, unless otherwise notified by the Director of Human Resources. All work hours (and overtime compensation where applicable) and leave usage will continue to conform to the established NDMU policies and procedures.
2. NDMU's policies, including but not limited to, its Employee Handbook, disciplinary procedures, and drug and alcohol policies all remain in force and are not affected by the employee's status as a Teleworker. NDMU may take appropriate disciplinary action against the Teleworker for failure to comply with the provisions of these Guidelines, or other policies, during approved Telework days.
3. Remote access to NDMU confidential data or sensitive information must be used through VPN-approved campus secure connections.
4. Employees must be available to be reached at the offsite location via telephone (including Skype for Business) and email. Employees are expected to participate in all scheduled meetings via telephone, Skype for Business, and/or Zoom.
5. Employee is expected to regularly (at least twice daily) check their University voicemail and respond accordingly. To retrieve voicemail off-campus dial (410) 532-5121. Enter your extension and press#; Enter your password and press#; Press 3 to listen to messages (unavailable if no new messages). It is recommended that teleworking employees change their on-campus voicemail to indicate that they are teleworking and for a prompt response to send them an email.