In an effort to bring consistency and clarity to telecommuting administration across the different units, Plant Operations has developed the following Telecommuting guidelines.

**Definition:**

**Telecommuting:** Is a contract between an employee and his or her Associate Director/Manager, which grants that employee the ability to perform their job duties away from their primary work location. In most cases, the duties are performed at the employee’s home.

**Requirement:**

1. Employee should be employed in current position for a minimum of 2 years.
2. Employee should maintain acceptable performance record before and during the contract period.
3. The employee does not require direct supervision, and the employee’s absence from the primary work location will not adversely impact the overall effectiveness of the unit.

**Expectations:**

1. Request must be made in writing.
2. Employees are expected to provide accurate information to the supervisor regarding the work location and hours. In addition, employee should provide a phone number where he/she can be reached during agreed upon work hours.
3. For the purpose of Worker’s compensation liability, the employee is expected to maintain the schedule that is stated in the agreement.
4. Employee is subject to all Plant Operations policies and procedures.
5. Equipment assigned to the employee is to be used for University-related business only. The University will provide maintenance of assigned equipment. Equipment no longer used by the telecommuter must be returned.
6. The University assumes no responsibility for the repair, maintenance, or replacement of personally owned equipment.
7. Plant Operations maintains no responsibility for the loss of telecommuting days because of equipment maintenance. In such cases, the employee is expected to report to the office or obtain approved leave.
8. The department’s obligations take precedence over the telecommuting agreement. If a conflict develops, management will provide the employee with advance notice, when possible, before terminating the agreement. Employee may be required to attend scheduled meetings on-site.
Workers Compensation Liability: Injuries occurring at the telecommuter alternate work location is limited to the actual work area. The University insurance does not extend to all areas of the home.

Site Inspections: The University may conduct onsite inspection of the telecommuter’s home office to ensure that it meets the University’s safety standards.

Domestic Care: The telecommuter agrees that, during established work hours, family care demands shall not compete with work except in emergencies.

Local Zoning Ordinances: The telecommuter is responsible for observing any ordinances, which regulates performance of work at home.

Tax Liability: Any tax liability resulting from telecommuting is the telecommuter’s responsibility.

For more information on The University of Michigan Guidelines, log on to the U-M Work/Life Resource Center website at:
http://www.hr.umich.edu/worklife/flexwork/teleguide.php