I. PURPOSE AND INTENT

The University recognizes there may be circumstances in which it is in the University’s interest to allow employees to work at alternate work sites or from home for all or part of a work week. This policy establishes guidelines for approving and administering telework arrangements with University employees.

Telecommuting is a work arrangement whereby eligible USF employees may perform the normal, established duties and responsibilities of their positions through the use of computers or telecommunications at sites other than the employee’s usual place of work on a regular basis.

This policy establishes delegation of authority to grant telecommuting arrangements.

II. STATEMENT OF POLICY

A. Approval of Telecommuting Arrangement

1. Managers have the authority to approve or disapprove for employees under their direction, telecommuting arrangements that are in the best interest of USF with concurrence by the next level of management. Vice President/Dean approval is required for the use of USF-owned equipment or services, including telecommunications lines. No employee is authorized to approve his/her own telecommuting arrangements.

2. Each employee entering into a telecommuting arrangement other than on an incidental or occasional basis will have a written agreement with USF. 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 USF and/or the employee will provide, expenses to be paid by the employee and/or USF, and how work will be evaluated. A telecommuting agreement template can
be found in the Division of Human Resources (“DHR”) website. A copy of the signed telecommuting agreement must be forwarded to DHR.

3. The hours worked by non-exempt, hourly-paid employees are subject to the requirements of federal law – the Fair Labor Standards Act (“FLSA”). The FLSA requires that non-exempt employees be paid for all hours worked and also requires that non-exempt employees be paid **overtime wages for any hours worked in excess of forty (40) in a workweek**. As a result of these requirements, the supervisor/manager is required to monitor and ensure compliance with all requirements, including the non-exempt employees’ accurate reporting in time sheets of all hours worked, the supervisor’s preapproval in writing of any overtime hours nonexempt employees work, and monitoring that such employees are not working hours in excess of forty (40) per workweek without written approval of the supervisor. Any questions regarding whether an employee is non-exempt, how to monitor hours worked, how to handle unapproved overtime, or any other related questions should be directed to the Division of Human Resources.

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

1. USF-owned equipment or services normally will not be provided or paid for by USF when the telecommuting situation is authorized solely for the convenience of the employee. When telecommuting situations warrant the expenditure of USF 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, in advance, 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 USF 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 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/Human Resources*

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

*History: New 5-15-89, Amended 7-27-09, 5-23-19 (technical), 8-25-20 (technical).*

*Consolidation Amendments Effective: 7-1-20*