

### Telecommuting FAQ's

1. **What classifications qualify for this benefit?**

Telecommuting is only feasible for those job duties that can be performed away from the campus. See Telecommuting Policy.

2. **Can a person in probationary status qualify?**

It is not recommended.

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10. Are there differences in how exempt and nonexempt employees are treated with regard to telecommuting?

Yes. Non-exempt employees must be available during department work hours and their time is accountable on an hourly basis. A non-exempt Telecommuter shall not work overtime without prior written approval from his/her Appropriate Administrator. Exempt employees are expected to complete their work and should be available during business hours of operation.

11. Is sick time treated differently since a person could work from home while taking care of a sick child, parent, or self?

No. Telecommuting is not a substitute for dependent care, medical leave, or caring for an ill family member. Telecommuters are expected to perform the full functions and range of their position description. Telecommuters are required to make arrangements for dependent care during the agreed-upon work hours.

12. How is the home environment determined to be safe, adequate, etc.?

The Telecommuter completes and signs a self assessment form. The Telecommuter shall designate an off-site workspace that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation.

13. How is a workplace accident handled if a person is working from home?

The Telecommuter is covered by Workers' Compensation and he/she must report the accident immediately to his/her Appropriate Administrator. This is the same process as followed on campus. The University has a right to conduct an on-site inspection of the workspace in the event of a Workers' Compensation claim.