



# University of New Haven

## *Human Resources Policy*

<b>Policy / Procedure Title</b>	<b>Applicability</b>	<b>Scope</b>	<b>Revision/Issue Date(s)</b>	<b>Responsible Party</b>	<b>Pages</b>
Telecommuting/Remote Working Policy & Procedure	Administrative Employees	Provide applicable employees with process related to remote work arrangements	7/1/21	Associate Vice President Human Resources & Organizational Development	1

Telecommuting, the practice of working at home or at a site near the home, is an alternative work option that the University may offer to employees when it is advantageous for both the University and the employee and ensures the integrity of the level of service provided to students. Employees should note, however, that the University's primary work location is on campus and decisions to approve any telecommuting arrangement will be based on business need. The University will also appropriately consider requests and engage in the interactive process for telecommuting arrangements for employees as it relates to a requested and approved reasonable workplace accommodation under the Americans with Disabilities Act (ADA).

Telecommuting is not an entitlement and can be discontinued at any time by either the employee or the department. Telecommuting requests may only be implemented with the approval of departmental leadership, including the departmental Vice President or the Provost. The telecommuting request form must be completed and approved before forwarding to the Human Resources Department. This approval process applies to all positions regardless of level. Telecommuting arrangements should not be requested or utilized as a substitute for childcare.

Departmental leadership, in conjunction with the applicable Vice President or Dean, will determine the appropriateness of a remote work location and will notify the employee appropriately. The employee should recognize that the arrangement may be discontinued in its entirety, or modified, based on the needs of the department, the employees' performance, and the evolving needs of students.

If a temporary remote or telecommuting arrangement is approved for a non-exempt employee, the employee must continue to take breaks and lunch hours as required. Non-exempt employees are not permitted to work outside of their normal 35 or 40 hour per week schedule without direction and authorization of their immediate supervisor. Any hours beyond their normal work schedule must be documented and properly compensated.

Employees must have the appropriate work environment established in their remote working location to avoid potential injury.