

\*\*\*STAFF SENATE V.2\*\*\* Explanation of Edits

- I. **Page 1; Policy.** The purpose of this edit was to remove the inference that entire categories of employees were ineligible for telework. Instead, the Staff Senate's position is that though it is fine to 'generally' define certain position groups as ineligible, decisions should be made on a case-by-case basis. This edit also seeks to clarify who will perform the 'evaluation' mentioned in the original version of this policy. The Staff Senate believes the evaluation should be performed by the supervisor in consultation with Human Resources.
- II. **Page 2; Eligible Positions and Employees.** The purpose of this edit is simply to add a continuity of language. Since this process is already referred to as an 'evaluation' in the Page 1; Policy section, this edit simply changes the use of the word 'analyze' in the original document to 'evaluate'. The Staff Senate believes this continuity of language is important for a clear understanding of the document.
- III. **Page 2; Definitions; Policy.** The Telework Policy should be reviewed regularly by a University Committee in accordance with the Policy on Policies. A regular review will ensure the policy is up-to-date and applicable as telework continues to evolve and grow.
- IV. **Page 3; Eligible Positions and Employees; Section V.** As in item (I.) of this document, this edit reiterates the Staff Senate's position that we do not hold opposition to 'generally' defining certain position groups as ineligible. However, ultimately decisions must be made on a case-by-case basis.
- V. **Page 3; Eligible Positions and Employees; Section V; Subsection 6.** Sets forth a process the Staff Senate believes will provide Human Resources with the necessary information to allow each request for telework to be evaluated independently and on a case-by-case basis.
- VI. **Page 4; General Expectations and Conditions; Section a.** Because the document was re-typed, this is simply an edit to provide the proper location referenced in the following statement: "This does include policies relating to information security and data protections described in item V.h below."
- VII. **Page 4; General Expectations and Conditions; Section b.** This edit is the first of several which seek to clarify the Staff Senate's position that visitation to the employee's alternate work location will be done by no fewer than two (2) University personnel (supervisors, co-workers, or any others representing the University); except

in case of emergency.

- VIII. **Page 4; General Expectations and Conditions; Section c; Subsection i.** This edit simply gives a more accurate list of most likely to be used communication methods.
- IX. **Page 5; General Expectations and Conditions; Section e.** This edit is the second instance where visitation to the employee's alternate work location was mentioned in the original document. Again, this edit simply reiterates the Staff Senate's position that visitation to the alternate work location should be by no fewer than two (2) University personnel.
- X. **Page 5 & 6; General Expectations and Conditions; Section f.** The edits of this section represent those requested by Information Technology to provide context as it relates to University technology equipment and telework.
- XI. **Page 6; General Expectations and Conditions; Section g.** There are two (2) locations in the original document that refer to the fact the University will not be responsible for costs incurred by the employee to telework. However, the language used in those two (2) locations was not consistent. This edit simply makes the language consistent and provides continuity in the document. The description now used in both locations to describe costs the University will not be responsible for will be: "operating costs, home maintenance/utilities, internet service, or other costs incurred by telework employees".
- XII. **Page 6; General Expectations and Conditions; Section h.** It is important to include FERPA in the list of policies to follow when accessing information while teleworking due to the nature of business that is conducted during a normal work day.
- XIII. **Page 6; Telework Agreement; Section a.** The original title of 'Section a.' was, "Modification or Termination of the Telecommuting Agreement". This edit simply changes 'Telecommuting' to 'Teleworking'.
- XIV. **Page 7; Telework Agreement; Section b.** This edit is to clarify that an 'Exempt' employee who routinely works outside of normal business hours does not need to have a signed Telework Agreement to do so. An example would be an 'Exempt' employee that routinely answers emails in the evenings and weekends from any manner of locations off-campus.
- XV. **Page 7; Work Standards/Performance; Section e.** The original document used the phrase 'otherwise appropriate' to describe justification for an unannounced visit to an

employee's alternate work location. This edit clarifies how much notice is required before a visit is made and who, specifically, will make the visit.

The Staff Senate strongly believes that wording is simply too broad and must be narrowed. Considering an employee's home is most likely to be their alternate work location, a reasonable person can and should assume there are numerous justifiable reasons that unannounced visitations must be kept to a minimum.

- XVI. **Page 8; Equipment/Expenses; Section c.** Refer to item (X.) above.
- XVII. **Page 8; Equipment/Expenses; Section d.** The edits of this section represent those requested by Information Technology to provide context as it relates to University technology equipment and telework.
- XVIII. **Page 9; Safety; Section b.** This edit is for two (2) purposes. To provide clarity as to the 'department' referred to in the original document, and to add the condition that an inspection shall not be an unannounced visit. While the employee is required to provide access for this inspection, the inspection should take place at an agreed to time.
- XIX. **Page 9; Confidentiality/Security; Section a.** It is important to include FERPA in the list of policies to follow when accessing information while teleworking due to the nature of business that is conducted during a normal work day.
- XX. **Page 9; Attachments.** To be consistent in where the attachments are located, the Telework Agreement was moved to the end. This move will also make accessing/completing the form easier.