



# Southeastern Oklahoma State University

## *Staff Senate*

To: Telework Policy Committee  
From: Southeastern Staff Senate

Re: Telework Policy Response and Recommendations  
Approved September 14, 2021

To whom it may concern,

The Staff Senate appreciates the opportunity to review and provide feedback on the Telework Policy for Southeastern. We have reviewed the policy and prepared the following recommendations:

- 1) Policy direct edits
  - a. Attachment #1-Revised policy-“Staff Senate - Telework Policy Version 2”
  - b. Attachment #2-Policy revisions explanations-“Staff Senate - Telework Policy Edit Explanations”
- 2) Policy recommendations (not included in edits)
  - a. The Telework Agreement should be made into a format that will allow for electronic form completion (e.g. form fillable PDF, SoftDocs, etc.)
  - b. Visits to out-of-state employees’ alternate work locations needs to be specified.
    - i. Will in-person visits be made or will a form of electronic visit suffice, especially in an emergency situation?
  - c. In section V.a. Compliance with Policies-List specific policies and where to find them to ensure all employees are aware of the policies that need to be followed (e.g. Tobacco and Alcohol-free Campus, Staff Handbook, Academic Policies and Procedures Manual, etc.)
    - i. If in-person visits will be made, where will the travel funds come from?
  - d. In section V.b. Hours of Work-Provide a guideline for hours of work for employees outside of the Central Standard Time Zone. This will give other employees and students the ability to accurately determine when someone should be available during the day. Two options the Staff Senate recommends:
    - i. Specify that the listed working hours are to be in Central Standard Time for all office hours, normal work hours, etc. **OR**
    - ii. Require the time zone to be listed on the Telework Agreement and specified in all correspondence with other employees and students
  - e. Clearer guidelines for the Performance Plan need to be given for both faculty and staff. It is important to provide specific requirements for the Performance Plan to ensure both the supervisor and employee know what is expected when submitted.

An outline would be useful to ensure consistency across departments and that all needed information is submitted.

- f. Removal of the requirement for telework employees to work during inclement weather or for any other reason when the University is closed. It is unreasonable to expect telework employees to work when other employees are not required regardless of location. In most cases, offices have to work with each other throughout the work day to fulfill their required duties. When the University is closed, telework employees would be unable to contact other offices and would, therefore, be unable to complete the necessary job duties. Also, especially in cases of inclement weather, telework employees may be unable to work due to loss of power, internet, etc.
- g. The Senate **strongly** recommends an appeal process for employees whose telework requests are denied. Since telework requests are reviewed by HR and the supervisor only, it is imperative to have an unbiased committee or group to review those employees' applications who claim they were wrongfully denied. An appeal process would benefit the University and the employee to help mitigate any potential legal threat arising from a wrongful denial allegation.

Respectfully,

The Southeastern Staff Senate