

**Resolution**  
**Regarding the Communication of the Telework Policy to Staff and Faculty**

**Resolved by the Southeastern Staff Senate**

The Southeastern Staff Senate acknowledges and appreciates the efforts of the administration and the Human Resources Department in developing the university's first-ever telework policy as well as in considering feedback and input from staff and faculty in revising the final approved policy. However, the Staff Senate believes there is a need for more deliberate communication with the staff as a whole regarding the policy. Although the final Telework Policy has been available on the Human Resources website since before the Fall 2022 semester started, there remains confusion among many staff members regarding the status of the policy or how to access it. The formal announcement sent by Human Resources on November 8 should help increase awareness, but there has also been confusion among staff regarding other aspects and applications of the policy. Examples include how or if this policy might address very short-term/one-time situations (e.g., a request to telework for one day or half day to wait for a delivery, repairman, etc.), whether the statement on dependent care (VII.g) should be interpreted to preclude any requests for telework when a minor child is present, regardless of age, etc. Such questions, along with some degree of initial confusion, are to be expected with the implementation of any new policy, but the Staff Senate believes much of the current confusion can be resolved with a few relatively small measures.

Thus, the Staff Senate respectfully requests that the following steps be taken to help increase awareness and understanding of the Telework Policy among the staff:

- SOLD workshop or other opportunity for administration and Human Resources to discuss the Telework Policy with staff and faculty and address any questions.
- Creation of a committee to review the policy and make recommendations. As this is a brand-new policy at Southeastern, there will undoubtedly be aspects that will need to be re-examined and perhaps altered, particularly in the first few years of implementation; therefore, the Staff Senate believes such a formalized committee is vital at least in the first two years of implementation. The Staff Senate recommends representation from Human Resources, administration, staff, and faculty on such a committee.
- Clarification of telework policy for one-time situations, such as a staff member having to wait on a delivery, repairman, etc., which may require being home for an extended span of hours but only requires actual attention for a short period of that time. There currently seems to be inconsistent interpretations and practices across campus. Because one-time situations like these are likely to occur with little advance notice, the Staff Senate recommends the development of a policy that allows supervisors to request approval and authority to make telework allowances in one-time situations for up to one full workday for employees in telework-eligible positions. This policy should also provide guidance regarding when such allowances can be made.

Resolution Drafted by the Southeastern Staff Senate University Affairs Committee  
November 8, 2022

Resolution Approved by the Southeastern Staff Senate Executive Committee  
November 8, 2022

Resolution Approved by the Southeastern Staff Senate  
November 17, 2022

Resolution Presented to the President by the Southeastern Staff Senate Executive Committee  
November 28, 2022