



**UMBC TELEWORK & REMOTE WORK POLICY and AGREEMENT  
UMBC Policy VII-11.00.01**

**I. POLICY STATEMENT**

The purpose of this policy is to specify criteria for allowing selected employees of UMBC to work from home, a satellite office, or a Telework/Remote Work Center on selected workdays.

**II. PURPOSE FOR POLICY**

This policy is written in compliance with State Personnel & Pension Article, Section 2-801 through Section 2-806 which mandates that each agency under the Executive Branch of State Government (encompasses USM) to develop a teleworking program for at least 10% of its eligible employees.

**III. APPLICABILITY AND IMPACT STATEMENT**

This policy addresses all UMBC Academic and Administrative Units.

**IV. CONTACTS**

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Email</b>
Policy Clarification	UMBC Human Resources	(410) 455-2337	

**V. UNIVERSITY POLICY**

**EMPLOYEE PARTICIPATION:**

Teleworking is voluntary on the part of the supervisor and employee. It is not an employee right. The supervisor will determine which employee(s) are in jobs suitable for teleworking and remote work. The employee must be suitable for teleworking or remote work; the employee must want to telework or remote work; and the supervisor must be willing to allow employee to telework or remote work. At the discretion of the supervisor, the employee will be permitted to telework on designated day(s) or remote work for their full work schedule.

The following criteria shall be utilized in determining position(s) and employee(s) suitable for teleworking or remote work:

- a. The position has tasks which are portable and can be performed away from the main worksite. Such tasks include, but are not limited to: data analysis, reviewing grants/contracts, writing decisions/reports, setting up conferences, data entry, word processing, or phone-intensive tasks.

- b. The employee has a performance rating of “effective” in previous and current year.
- c. The employee does not need close supervision, or has mandated interaction with co-workers and/or public. If public contact is required, supervisor/manager must outline how the employee can meet the requirements for necessary face-to-face contact or other types of main office contact required by the job.
- d. The employee possesses a high level of skill and knowledge of the job.
- e. The employee is computer literate and has a designated space at the off-site location which would be necessary for the completion of tasks.
- f. Work of the position can be monitored with quantifiable tasks, quantity and quality should be measured as is currently being done in the office; for non- quantifiable or project-oriented tasks, measuring normally involves: establishing the nature and objective(s) of the tasks; setting a deadline or due date; and setting progress or status report/meeting dates.

**TELEWORK & REMOTE WORK AGREEMENT:**

Once a position has been identified as suitable for teleworking, the supervisor and employee shall review and sign the:

- a. UMBC Telework/Remote Work Agreement (which outlines terms and conditions between employee and supervisor for the duration of the telework/remote work project);
- b. UMBC Telework or Remote Workplace Certification Checklist (which verifies that the worksite is suitable and functional for employee completion of assigned tasks); and
- c. UMBC Work Plan (which identifies the tasks to be completed off site).

These documents shall also receive the approval of the Department Head, Division Head and Department of Human Resources prior to the start of the telework/remote work project.

Telework and remote work agreements are voluntary and may be terminated by the employee or the supervisor at any time. In addition, the agreements are limited to the current supervisor/employee reporting relationship and is not guaranteed to continue into a new supervisory or reporting relationship.

**EMPLOYMENT AND DISCIPLINE:**

The teleworker or remote worker’s duties, responsibilities, conditions of employment, salary and benefits shall be unaffected by teleworking or remote work. All work hours, overtime compensation (if applicable) and leave usage will continue to conform to the established University policies and procedures as well as the UMBC Telework or Remote Work Agreement. The University’s

established disciplinary procedures and drug and alcohol policies will remain in force and are not affected by the employee's status as a teleworker. The University will take appropriate disciplinary action against the teleworker for failure to comply with the provisions of the UMBC Telework and Remote Work Agreement.

## **VI. DEFINITIONS**

<b>Teleworking Remote Work</b>	Working at a location other than the employee's customary worksite.
<b>Eligible Employee</b>	An employee in a job identified, by the employee's supervisor, as being suitable for telework or remote work.
<b>Teleworker</b>	A person who is regularly scheduled, for at least one-two day(s) per pay period, to work at home, a satellite office, or a Telework Center to produce an agreed upon work product.
<b>Remote Worker</b>	A person who is scheduled to work off site every day of the work schedule.

**VII. APPROVAL AND PROCEDURES**

- A. Pre-approval is required (See above policy).
- B. Approval is required (See above policy.)
- C. Procedures:

[UMBC Telework Instructions and Guide](#)  
[UMBC Telework Request Form](#)  
[UMBC Remote Work Instructions and Guide](#)  
[UMBC Remote Work Request Form](#)

**VIII. DOCUMENTATION: See links in Procures above.**

**IX. RESTRICTIONS AND EXCLUSIONS: NONE**

**X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:**

*USM VII-10.00 Policy on Board of Regents Review of Certain Contracts and Employment Agreements*

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**Administrator Use Only**

**Policy Number: VII-11.00.01**  
**Policy Section: Personnel**  
**Responsible Administrator: CHRO**  
**Responsible Office: Human Resources**  
**Approved by President: \_\_\_\_\_**  
**Originally Issued: October 1, 2013**  
**Revision Date(s): \_\_\_\_\_**