



Telecommuting FAQs

1. What is the difference between telecommuting and telework?

Telework is ad hoc, unexpected and non-recurring time to work from home.

Telecommuting is a set, pre-planned, known event in which the employee will be working from home.

2. Who is eligible to telecommute and telework?

Employees that can work independently and do not require in-person customer service or assigned duties that otherwise require them to be physically present, who require minimal direct oversight from their supervisor can telecommute, if approved in advance by the supervisor and unit Leader (or designee). Both classified and unclassified employees can telecommute if their job duties meet the requirements listed above.

3. Who is responsible for completing the telecommute form?

The telecommuting agreement should be established between the employee and direct supervisor.

4. What would cause a telecommuting agreement to be denied?

A telecommuting agreement may be denied for several reasons including but not limited to:

- i. When telecommuting is requested due to special conditions such as needing to provide dependent care in home, recovering from an illness or, caring for an ill family member.
- ii. Proper security and confidentiality considerations have not been clearly outlined in the telecommuting form.
- iii. Employees with documented performance concerns resulting in the need for more supervision and training support.
- iv. Employees unable to carry out duties of their job remotely due to technological issues (lack of internet).

5. How should employees and supervisors work together to determine workload and bandwidth?

When employees are working remotely, supervisors should be in regular contact with their employees to gauge their bandwidth and workload. Some tools that supervisors use: checking metrics to determine workload, logging tasks, and checking in on the progress, skype or messaging for communication and seeing what the employee is currently working on. Checking work for accuracy.

6. How often should telecommute forms be revisited?

The telecommuting agreement should be re-evaluated on an annual basis to ensure that the employee's work is still able to be completed remotely, to check how the employee is doing balancing work, to ensure cross-training opportunities are being utilized and that the employee feels connected to the team.

7. Can a Telecommuting Agreement be renewed for another year?

Yes, a Telecommuting Agreement can be renewed for another year, when appropriate, and should follow the normal process for approval.

8. Are telecommuting employees required to attend staff meetings?

Telecommuting employees should be included in all staff and team meetings. You can find ways to connect with the employee, have them join on campus, and participate in tasks that will allow the employee to cross-train with other team members.

9. What is a flexible schedule and how should it be reflected in a telecommuting form?

A flexible schedule is a schedule that adjusts on a daily or weekly basis. If an employee has a truly flexible schedule, then the employee and supervisor need to establish a process to set up the schedule a week before the working week. To reflect this on the telecommuting agreement, the schedule section should say flexible schedule and a document should be attached outlining the working agreement between the employee and supervisor and a summary of the work schedule – if there are patterns.

For classified employees, when flexing or modifying a schedule the guidelines outlined in the collective bargaining agreement shall be followed.

10. How should leave be handled with employees that telecommute?

Leave should be handled in the same way as any employee working on campus. Non-exempt employees should be aware of FLSA law and flexing time regardless of the classification. Employees are still expected to complete and submit their timesheets within EmpCenter.

11. For employees that may participate in telework on occasion, should a telecommuting agreement be completed?

For ad hoc, non-reoccurring use, a Telecommuting Agreement is not needed. Telecommuting Agreements should be completed when an employee has a set telecommuting schedule. Telework should still be discussed and approved by the employee's supervisor.

12. If there is inclement weather, can employees telecommute?

For inclement weather, the [Inclement Weather Matrix](#) should be followed. The matrix provides additional information regarding different circumstances about closures and delays.

13. If employees have questions about telecommuting who should they contact?

An employee should first reach out to their supervisor regarding the possibility of telecommuting or to inquire if work can be completed remotely. If a supervisor is unable to answer a question, or the question has to do more with policy, employees can contact Employee and Labor Relations at employee.relations@oregonstate.edu.

14. If an employee's supervisor changes, does the employee have to complete a new Telecommuting Agreement?

No, if the employee's supervisor changes, the employee does not need to fill out a new Telecommuting Agreement. The form will stay active but the new supervisor may revoke the agreement if needed. The employee should discuss the existing Telecommuting Agreement with the new supervisor to ensure there is an understanding of what is currently in place. The Telecommuting Agreement should be placed in the department's supervisory file.

15. If an employee is not performing adequately while working remotely, or business needs have changed can a supervisor revoke a Telecommuting Agreement?

Yes, a supervisor can revoke a Telecommuting Agreement at any time, with a 3 working day notice. It is recommended to give more than 3 days' notice if revoking a Telecommuting Agreement.