



Division of Administrative Affairs Telework Framework Updated Fall 2022

Guiding Principles

Recognizing that the campus will transition off of the Temporary Remote Work Agreements effective January 2023, the following principles will guide decisions regarding telework eligibility for staff members within the Division of Administrative Affairs:

- **Operational Feasibility:** The opportunity to telework is a business decision based on operational feasibility for a particular department and institutional needs.
- **Customer Service:** Recognizing that Administrative Affairs is a service organization for the campus, customer service remains a defining priority. All telework decisions will be made within a framework of customer service excellence.
- **Telework as a Privilege:** Telework within the division is a privilege. Decisions regarding telework will consider personal performance of the staff member.
- **Transparency:** The guiding principles and rationale for telework decisions within the division and departments will be transparent and shared with staff members.
- **HEERA Analysis and Recommendation:** While the Vice President for Administration and Finance holds final approval for all telework decisions within the division, HEERA managers are best positioned to review telework requests within the context of operational needs within a department. HEERA managers will work closely with divisional Associate Vice Presidents (AVPs) to determine the appropriateness of individual telework requests and will provide recommendations to the Vice President.
- **Telework Policy:** Telecommuting agreements will follow the ([CPP Telework Policy](#)) principles and practices in addition to the parameters noted in this framework.

Telework Parameters

Administrative Affairs will utilize the following parameters in telework decisions making:

- **Office Coverage:** All departments within Administrative Affairs will be open **on campus** Monday-Friday, 8:00am-5:00pm. To ensure the safety of staff members, each department will have at least two staff members on campus during work hours.
- **Call to be On Campus:** If required by the HEERA manager, the employee participating in telework agrees to be available to come to campus within a reasonable time period if necessary to ensure operational continuity when working a remote day.
- **4:1 Schedule:** The nature of work within Administrative Affairs generally requires an in-person presence on campus. Following this need, a 4:1 schedule (4 days on campus, 1 day remote) will be the general divisional standard for those participating in telework. Exceptions to this standard will be reviewed on a case-by-case basis and are at the discretion of the Vice President.
- **Eligibility:** Given the nature of the work performed in Administrative Affairs, not all positions within the division will be eligible for telework. HEERA managers, in consultation with divisional AVPs, will review the job responsibilities and duties associated with each position to determine if a particular position classification can be effectively performed remotely or if the position is required to work on campus.

- **On Campus Supervisor/Manager:** Recognizing that not all positions will be eligible for telework and that all departments will be open during business hours, each department will have a supervisor/manager on site for staff that are working on campus.
- **Annual Review:** Telework approvals will be subject to annual review by the HEERA and AVP and approval by the Vice President. Approvals will be based on current operational needs and personal performance during the prior telework period.
- **Performance Evaluation:** Only staff members with an overall satisfactory rating on the prior performance evaluation will be eligible to participate in the telework program. New staff member eligibility will be based on position classification and at the discretion of the HEERA.
- **Telework Space and Equipment:** Any employee participating in the telework program must ensure adequate workspace and reliable internet access. Departments will work with telework eligible employees to ensure that staff members have the appropriate equipment. Telework staff members must also commit to utilizing a camera during meetings and remaining accessible through MS Teams, Zoom, or other communication platforms mutually agreed upon between staff members and their HEERA manager.

Each AVP will work with their teams to develop department-specific guidelines related to productivity expectations and metrics as well as communications standards for those participating in telework that includes the following:

- Metrics to track productivity
- Assurance of continuity to support the Division
- Assurance of continuity to support the University

Program Schedule

Administrative Affairs Telework Roll-Out Schedule	
October 17, 2022	Division rolls-out Telework Framework to all divisional staff
October 24, 2022	Departments/Units announce specific guidelines and expectations; Employees begin to submit telework agreements via divisional intake system
October 24-November 11, 2022	HEERA managers meet with staff members to discuss the telework program and answer questions
November 11, 2022	Telework request deadline
November 14-18, 2022	Divisional HEERA managers work with AVPs to assess telework requests and develop operational schedule
November 21-29, 2022	AVPs provide telework recommendations to Vice President
November 30, 2022	Vice President decisions regarding telework approvals effective January 1, 2023
December 1, 2022	Telework decisions and January 2023 schedules provided to divisional staff
January 1, 2023	Telework Agreement start date