Telecommuting Policy and Procedure

Telecommuting allows an employee to work remotely at home, on the road or in a satellite location for all or part of their workweek. Lawrence Tech considers telecommuting a viable, flexible work option for rare cases where it is mutually agreed upon that both the employee and their job are suited for such an arrangement. A telecommuting option does not change the at-will terms and conditions of employment for staff and administrators with the university. All LTU policies and procedures are in effect during work at home.

DETERMINE EMPLOYEE AND JOB ELIGIBILITY

Telecommuting may be appropriate for some employees and their jobs but not for others. Managers are responsible for determining if both the employee and their job are suitable for such an arrangement.

STEP 1:   *Determine* if an employee is suitable for telecommuting. The manager will assess the work habits and performance of the employee before entering into a telecommuting arrangement.

STEP 2:   *Review* job description to determine if responsibilities are capable of being performed at home.

STEP 3:   *Indicate* the eligibility of the employee working remotely on a departmental work plan, which states specific tasks and responsibilities to be performed at home.

STEP 4:   *Complete* a Telecommuting Arrangement form and *upload* your departmental work plan for approval in DocuSign.

Note: An employee on a Performance Improvement Plan is not eligible for a telecommuting arrangement.

ASSESS EQUIPMENT AND SECURITY NEEDS

Conducting business remotely will require the employee and manager to assess equipment and security needs.

STEP 5:   *Determine* LTU equipment, business applications, training and network connectivity needs are appropriate.

STEP 6:   *Identify* a relatively uninterrupted work space with a capable internet connection and essential work items for a safe physical and cybersecurity environment.

STEP 7:   *Verify* safe cybersecurity, protected information protection procedures and safe computing practices are in place to ensure the confidentiality of LTU's proprietary information.

STEP 8:   *Remember* computers and other LTU resources are only to be used by authorized employees for work-related purposes in the remote work environment.

IT Services and eLearning Services have assembled a [resource to help the LTU community prepare to conduct our business remotely](#).

TIME WORKED AND ADMINISTRATIVE CONTROLS

LTU's standard business hours of operation are 8:00 am to 4:30 pm, Monday through Friday. Work schedules for employees vary throughout the University. Managers are responsible to ensure adequate coverage of their area.

STEP 9:   *Engage* remote employees to ensure all customer services and performance goals are met.

STEP 10:   *Require* remote employees to remain part of all regular LTU activities and expectations related to their position (e.g., department meetings, training, scheduling, etc.), where possible.

Note: LTU has the right to reexamine or discontinue a telecommuting arrangement at its discretion at any time.