



Human Resources

MEDICAL CENTER HUMAN RESOURCES POLICY NO. 503

A. SUBJECT: Telecommuting From Alternative Work Locations

B. EFFECTIVE DATE: January 1, 2013 (Rvd)

C. POLICY:

Telecommuting is a means of achieving administrative efficiencies (e.g., reducing office and parking space), reducing traffic congestion and transportation costs, improving productivity and job performance, supporting business continuity plans, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance. This policy seeks to guide maximizing the appropriate use of telecommuting arrangements without diminishing employee performance or service delivery. Alternative work location arrangements must be based on a business need and must benefit the Medical Center.

Employment at the Medical Center usually requires that the work be performed on Medical Center premises. In order to promote general work efficiencies, the Medical Center may permit or direct designated salaried and hourly employees to work at alternative work locations for all or part of the workweek. Telecommuting arrangements can range from a part-time basis, one-day-per week, up to full-time.

D. DEFINITIONS:

1. **Alternative Work Location:** Approved work sites other than the Medical Center's central workplace where official Medical Center business is performed. Such locations may include employees' homes.
2. **Central Workplace:** The Medical Center's place of work where employees normally are located.
3. **Telecommuting:** A formal work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their central workplace.
4. **Telecommuting Plan:** The required, written agreement between the department and employee that details the terms and conditions of an employee's work at an alternative work location.
5. **Work Schedule:** The employee's hours of work in the central workplace or in alternative work locations.

E. PROCEDURE:

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1. **Identify Positions Appropriate for Telecommuting:**
To assess whether a particular telecommuting arrangement can be an effective tool, managers should consider the *project, position, the employee, and management* needs of the unit.
2. **Develop a Telecommuting Plan:**
The supervisor and employee must agree to the terms of telecommuting arrangements before the employee may work at an alternative work location. The [Telecommuting Plan](#) is to be authorized by the department administrator, in consultation with the employee's supervisor, recorded in the employee's personnel file, and kept on file in the department.
3. **Conditions of Employment:**
 - a. Telecommuting assignments do not change the conditions of employment or required compliance with policies.
 - b. To the extent possible, the supervisor and the employee should agree mutually to telecommuting arrangements. However, the Medical Center may establish telecommuting as a condition of employment, based on business needs. In such cases, this requirement should be included when the position is advertised and in correspondence offering employment.
4. **Compensation and Benefits:**
An employee's compensation and benefits will not change as a result of telecommuting arrangements.
5. **Workers' Compensation Liability:**
The Medical Center may be liable for job-related injuries or illnesses that occur during employees' established work hours in their alternative work locations. Workers' Compensation coverage is limited to designated work areas in the employee's home or alternative work locations during specified working hours as defined by the Virginia Workers' Compensation Act (Title 65.2 of the Code of Virginia).
6. **Equipment and Supplies:**
The Medical Center may provide equipment and supplies needed by employees to effectively perform their duties. In cases where full-time telecommuting is a condition of employment, the department should provide the necessary equipment and supplies. However, where agreements specify, employees may be authorized to use their own equipment.
7. **Costs Associated with Telecommuting:**
The Medical Center is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes or other alternative work locations for telecommuting. A telecommuting arrangement does not and shall not be deemed to convert an employee's home or other alternative work space into Medical Center space.
8. **Emergencies and Other Unexpected Contingencies:**
In the event of emergency including natural catastrophe, fire or other significant disruption to facilities or the physical operations of departments, and in order to respond effectively to such disruptions and maintain critical functions, operations and services, supervisors are authorized to establish telecommuting arrangements with qualified employees for limited duration without

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strict regard for the guidelines and procedures contained in this policy. Such arrangements are to be maintained only until normal operations can be restored at the central work-site.

9. Security of Medical Center Information:

Employees must safeguard University information used or accessed while telecommuting. Permission must be granted according to the University's policy on [Electronic Storage of Highly Sensitive Data](#) for employees to work on highly sensitive data at alternative work locations. Employees must agree to follow all applicable Medical Center policies and security procedures in order to ensure confidentiality and security of data and documents in their possession.

The employee assumes responsibility for the security of information, documents, and records in his or her possession or used while telecommuting and may not remove highly sensitive data from the central workplace without the written consent of the supervisor.

10. Termination of the Telecommuting Plan:

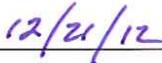
The Medical Center may terminate the telecommuting plan at any time. Supervisors may give employees advance notice if a decision is made to terminate the plan, but advance notice is not required.

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center

DATE:



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Approved December 2003
Revised December 2006, December 2009
Reviewed December 2012
Approved by Chief Human Resources Officer
Approved by Medical Center Administration