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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

# **Telecommuting Program – Winter Break Pilot**

**Telecommuting 2024/25 Academic Year**

**December 5, 2024**

# Telecommuting Policy

- Commonwealth University has adopted PASSHE's Telecommuting Policy:

[https://www.pashe.edu/policies/documents/Policies\\_Procedures\\_Standards/2021-51%20Telecommuting.pdf](https://www.pashe.edu/policies/documents/Policies_Procedures_Standards/2021-51%20Telecommuting.pdf)

- Please review the policy in detail before completing a telecommuting agreement.



# Request Process

- **Agreement** - A Telecommuting Agreement must be completed and signed by the employee and the employee's supervisor and must have the approval of the employee's Vice President and Human Resources prior to initiating a telecommuting arrangement.
- **Equipment and Supplies** – As part of the Telecommuting Agreement, the employee will describe and present to the supervisor a request for office equipment, hardware, software, communication needs and office supplies needed to participate in telecommuting from a remote work site. The supervisor will review the request for approval for purchase or reimbursement.
- **University Technology** must review and approve all requests for technology after approval of the agreement. The equipment will be documented on the agreement.
- The **employee** should designate a work space and maintain it so that it is conducive to working and free of hazards. The employee agrees that the supervisor or designee reserves the right to visit the alternate work site to ensure compliance and safety. **Working from a home office is expected unless an alternate work location is approved in advance by Management.**
- The **employee** will provide telephone, fax, and internet service at his/her own expense.
- **Outcome communicated to employees** – Executed requests are automatically forwarded back to employee so they have access via DocuSign to see if/when their request was approved.



# Telecommuting Update

- Telecommuting options offered:
  - **Full-time** – Full time- telecommuting 4-5 days per week. These are very limited situations and require Presidential approval.
  - **Part-time** – Part-time telecommuting often includes arrangements like 1 day telecommuting per week or 2 days telecommuting per week. Part-time arrangements may be up to 3 days telecommuting per week. This option may also be selected *as only permitted during time when students are not on campus.*
  - **Occasional** –limited, sporadic, ad hoc, project, semester breaks arrangements defined and approved by the supervisor prior to each circumstance. This option may be selected *as only permitted during time when students are not on campus.*
- Employees will have to choose between the following conditions listed on the agreement:  
**Allow only when students are off campus or Allow when students are on campus.**

*We have found there are many times where student facing offices would like the option to telecommute during semester breaks and when students are not on campus, selecting this option, when students are off campus, will give the employee the option to notate that telecommuting would only be permitted when students are not on campus.*



# Additional Telecommuting Guidelines

## Winter Pilot

1. Winter telecommuting agreements will be valid from December 19, 2024 – January 3, 2025.
2. Telecommuting agreements can be terminated at any time, including immediately, if performance declines or if the arrangement fails to support the University's needs.
3. Telecommuting location for all telecommuting agreements is the employee's home office.
4. Telecommuting from an alternate location must be approved in advance by your supervisor.

