

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-17
Telecommuting Arrangements

- SUBJECT:** Telecommuting
- PURPOSE:** To provide guidance for Sam Houston State University (SHSU or University) supervisors and staff employees for telecommuting arrangements.
- POLICY:** SHSU permits staff employees to telecommute on a temporary, case by case basis when doing so serves the best interest of the University and is approved in advance by the department head. Telecommuting that exceeds five business days requires prior written approval of the department head and Division Vice President.
- CONTENTS:**
1. Definitions
 2. Eligibility
 3. Employment Relationship with Telecommuting Employees
 4. Telecommuting Request and Approval

1. Definitions

- a. **Regularly assigned place of employment** – the University location where an employee is assigned to report and perform primary work assignments. The regularly assigned place of employment is the employee’s workstation for all pay, leave, and travel purposes.
- b. **Telecommuting** – approved temporary performance of work assignments from a remote location other than the employee’s regularly assigned place of employment arrangement for a period of up to six (6) months. Telecommuting may be approved for intermittent or consecutive periods.

2. Eligibility

- 2.01. Any employee, including a member of the faculty, may submit a request for telecommuting as an accommodation for a disability in accordance with the procedures in Under [Finance and Operations Human Resources Policy ER-5](#).
- 2.02. Otherwise, to be eligible for telecommuting, an employee must
- a. Be a benefit-eligible staff employee holding a position that, in the judgment of the employee’s supervisor and the Division Vice President, may be performed from a remote location;
 - b. Have and maintain satisfactory performance in the judgment of the supervisor, as reflected in performance reviews or evaluations.
- 2.03. Positions ineligible for telecommuting are those that:
- a. Require regular face-to-face contact with members of the SHSU community or the public; or
 - b. Require routine access to information or materials only available at the regularly assigned place of employment or other University location.

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3. Telecommuting Requests and Approvals

- a. Supervisors have the discretion to approve short-term, telecommuting arrangements of not more than five business days with a frequency of no greater than once per semester per employee. Longer periods require the written approval of the supervisor and Division Vice President.
 - b. To initiate telecommuting approval (when unrelated to a disability accommodation), an employee must first discuss the option with the employee's supervisor.
 - c. When the supervisor determines telecommuting is appropriate for the employee's job responsibilities and is in the best interest of the University, the supervisor prepares a [Telecommuting Proposal](#).
 - d. The supervisor defines expected [performance outcome measures](#) appropriate for the job assignment then, discusses these measures with and secures the signature of the employee.
 - e. The supervisor routes the Proposal through appropriate channels to the Division Vice President. When telecommuting is authorized, the Division Vice President will return the approved Proposal to the supervisor.
4. As circumstances of concern or emergency arise, SHSU may modify or enhance telecommuting arrangements or approval as the University determines is in the best interest of the institution.

5. Employment Relationship with Telecommuting Employees

- a. Telecommuting arrangements do not alter a staff employee's at-will employment relationship with SHSU.
- b. Telecommuting is a temporary arrangement for a period of up to six (6) months. It is subject to renewal, termination, or other alternation at any time at the discretion of the supervisor or the University.
- c. A telecommuting employee must meet performance outcome measures and complete job responsibilities with the same level of quantity, quality, and efficiency expected of employees physically reporting to work at the department.
- d. Telecommuting does not alter employment responsibilities, salary, benefits, leave, nor expected hours of work. Nonexempt telecommuting employees must maintain a 40-hour workweek. Exempt telecommuting employees must work the number of hours necessary to complete the requirements of the job.
- e. Telecommuting employees must comply with all SHSU policies and procedures, Texas State University System Rules and Regulations, and [SHSU Guidelines for Telecommuting](#).
- f. Telecommuting employees will travel to campus to attend meetings and events as assigned by the employee's supervisor. Telecommuting employees are responsible for following all parking policies and paying for parking when on campus, as are all SHSU employees.

Reviewed by: Rhonda Beassie, Associate VP for People and Procurement Operations, August 2022