

Guidelines for Telecommuting

Sam Houston State University (SHSU or University) permits 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 employees must observe the following guidelines.

1. Nature of Employment and Period of Agreement

- a. Approval of telecommuting is not an entitlement. It is granted on a case-by-case basis by the Department Head and Division Vice President after receipt of a Telecommuting Proposal is submitted by the employee.
- b. Telecommuting staff employees are employees at-will.
- c. Telecommuting employees must comply with all SHSU policies and procedures, Texas State University System Rules and Regulations, and these guidelines.
- d. Telecommuting arrangements are subject to the employee's period of employment with SHSU and end upon the employee's separation from employment.
- e. Telecommuting is not a permanent arrangement but may be approved for periods of up to six months. Telecommuting arrangements are subject to renewal or termination at any time due to performance concerns, employee discipline, a change in policy, law, or the needs of SHSU as interpreted by the department head, division vice president, or president.
- f. Telecommuting employees are expected to work from a location within the State of Texas. However, if the employee works out-of-state, both employee and supervisor have an obligation to notify the SHSU Payroll Department of the state where the employee is located to ensure payroll taxes are remitted to the appropriate taxing jurisdiction. The Payroll Office may be reached at 936-294-1273 or payroll@shsu.edu.

2. Job Schedule, Location, Communications, and Responsibilities

- a. While telecommuting, an employee's job responsibilities and standards of performance remain the same as when physically working on campus. The quantity, quality, and timeliness of an employee's work are expected to be maintained or enhanced.
- b. Supervisors will evaluate telecommuting arrangements on an ongoing basis to ensure that the employee meets performance outcome measures.
- c. A telecommuting employee will be accessible during scheduled hours, available for video or teleconferences scheduled on an as-needed basis, and physically come to the office as scheduled by the supervisor and as a business need arises. An employee will be reachable during business hours by phone, chat, text, or email as determined by your supervisor.
- d. 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. Telecommuting employee will request Supervisor approval in advance

of working any overtime hours (if the employee is non-exempt) and will request approval before using vacation, sick, or other leave.

- e. 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.
- f. Telecommuting employees will maintain a safe, secure, and ergonomic work environment. SHSU assumes no liability for injury at the remote work location to any other person who would not be in the work area if the duties were being performed at the employee's regular place of employment.
- g. A telecommuting employee must immediately notify the supervisor of an on-the-job injury, as required by SHSU Finance and Operations Human Resources Policy [B-2](#).

3. Equipment, Supplies, and Access

- a. It is expected that a telecommuting employee will use personal devices, space, printer, networking and/or internet capabilities at the employee's sole expense. The employee is responsible for any damage to his/her personally-owned equipment during telecommuting.
- b. A telecommuting employee may describe and present to the supervisor a request for office equipment, hardware, software, communication needs, and office supplies to facilitate working from a remote location. The supervisor will review the request. In the unusual situation where there is an exception to the personal equipment expectation, the supervisor will document the need and demonstrate how providing equipment is in the best interest of the university. Any purchase or reimbursement of equipment shall be made in accordance with applicable SHSU policies.
- c. A telecommuting employee will physically work at the employee's regularly assigned place of employment during any periods when the employee's personal equipment is unavailable or the employee is waiting for SHSU equipment to be issued, repaired, or reviewed. SHSU will not reimburse the employee for costs not pre-approved by the supervisor.
- d. SHSU will not reimburse a telecommuting employee for out-of-pocket expenses for materials and supplies that are reasonably available at the regularly assigned place of employment.
- e. Only SHSU approved software will be used for connecting to the SHSU network. The telecommuting employee will run SHSU prescribed anti-virus software at all times and follow all SHSU information security rules, copyright laws, and manufacturers' licensing agreements.
- f. SHSU equipment located at a telecommuting employee's remote location is subject to all policies and restrictions related to use of state-owned property. The employee is responsible for any equipment and software used at the remote location, including that which may be lost, stolen, or damaged due to negligence, misuse or abuse by any individual at the telecommuting site.

- g. Technology equipment and software provided by SHSU may only be serviced by IT@Sam. Contact the IT@Sam Service desk for assistance. Employees may not take SHSU provided technology to a 3rd party service provider without prior documented approval by IT@Sam for the specific incident.
- h. A Telecommute employee should review the IT@Sam “Remote Work” guidelines website.

4. Data and Property Protection

- a. A telecommuting employee must protect University-owned and/or provided equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. (See, SHSU “Security & Privacy” policies.)
- b. A telecommuting employee must report any incidents of possible loss, damage, or unauthorized access to data and materials to the supervisor at the earliest reasonable opportunity.
- c. A telecommuting employee must return University-owned equipment for inspection, repair, replacement, or repossession upon receipt of written or electronic notice.
- d. A telecommuting employee must return University-owned equipment, records, and materials immediately upon termination of the telecommuting arrangement.