



Temporary Telecommuting Arrangements for Non-Faculty Employees

Responsible Official: Assistant Vice President
for Human Resources

Responsible Office: Human Resources

Policy Purpose

This emergency policy temporarily revises PPP-73 (Telecommuting Policy Statement for Non-Faculty Employees).

Policy Statement

ETSU Policy PPP-73 (Telecommuting Policy Statement for Non-Faculty Employees) governs approval of Telecommuting by non-faculty employees and requires a vice president recommendation and presidential approval for telecommuting. Due to the fluid situation surrounding Covid-19, this policy temporarily modifies PPP-73 to permit a vice president/dean to approve temporary Telecommuting for non-faculty employees on a case-by-case basis as described hereinbelow. During the period in which this policy is in effect, presidential approval will not be required for Telecommuting.

I. Temporary Telecommuting and Approval Process.

A direct supervisor may recommend temporary Telecommuting by an employee to a Unit Head if the non-faculty employee demonstrates a need to Telecommute for a period of five (5) or more consecutive business days due to one of the following situations:

- A. The employee's work environment necessitates a rotational work schedule due to safety concerns;
- B. The employee or the employee's children are required to isolate or quarantine due to Covid-19 contact tracing;
- C. The employee has a temporary and unforeseen child care issue due to Covid-19; or
- D. The direct supervisor at their discretion recommends Telecommuting by an employee.

In addition, if a non-faculty employee is deemed by the Office of Disability Services to need a disability accommodation related to Covid-19, the employee will work with the Office of Disability Services and the Office of Human Resources on possible accommodations.

The Telecommuting Approval Process is the signature chain required to approve temporary Telecommuting and requires vice president/dean and human resources approval. The decision of the vice president/dean is final. Telecommuting should commence after a telecommuting agreement is signed.

II. Duration of Temporary Telecommuting.

This policy permits temporary Telecommuting commencing July 1, 2021 if one of the situations described hereinabove occurs and after vice president/dean approval. Upon the conclusion of this emergency policy or an agreed upon date, whichever is earlier, the Assistant Vice President of Human Resources or a designee will notify the direct supervisor and the employee in writing that the approval for temporary Telecommuting has terminated. The employee is required to return to their ETSU Worksite to perform the individual's work responsibilities within ten (10) business days of that notice.

Authority:

Focus on College and University Success (FOCUS) Act
[Policy Development and Administrative Rulemaking](#)

Defined Terms

ETSU Worksite	Physical ETSU campus or an ETSU-maintained location other than campus.
Telecommuting	Working at an alternative location on a part-time or full-time basis while maintaining an assigned workspace at ETSU. For the purpose of this emergency policy, this is a temporary arrangement.
Telecommuting Approval Process	The employee completes the request for telecommuting form. The approval process includes recommendations from the employee's supervisor and Unit Head, and approval by the Office of Human resources and the applicable vice president/dean before Telecommuting may commence under this policy.
Unit Head	The supervising authority for a department, division, or large unit. A Unit Head position usually reports to a vice president/dean (the position may be titled Director, Assistant/Associate Vice President)

Policy History

Effective Date: May 10, 2021

Revised Date:

Procedure (s)

The following procedures relate to approval of temporary Telecommuting during the period in which this emergency policy is in effect:

- A. The employee completes the temporary Telecommuting request form on the ETSU Human Resources' website.
- B. The employee's supervisor reviews the dynamic form and makes a recommendation.
- C. The Unit Head reviews the dynamic form and makes a recommendation.
- D. Human Resources reviews the form and provides a recommendation to the applicable vice president/dean.
- E. The vice president/dean reviews the form and either approves or denies the request for temporary Telecommuting.
- F. The Office of Human Resources notifies the direct supervisor and employee of the final decision.
- G. If the temporary Telecommuting request is approved:
 1. The Office of Human Resources provides the employee with a telecommuting agreement and the employee completes the telecommuting agreement form in collaboration with the direct supervisor.
 2. The completed telecommuting agreement is submitted to the Office of Human Resources.
 3. A copy of the Request for Telecommuting form and the telecommuting agreement is placed in the employee's personnel file.

Procedure History

Effective Date: May 10, 2021

Revised Date:

Related Form(s)

<https://www.etsu.edu/human-resources/>

Scope and Applicability

Primary: Human Resources

Secondary: