Telecommuting Policy

Purpose:

This document establishes the parameters under which Facilities Management (FM) employees may telecommute.

References:

PPM 10-1 Information Security Policy
PPM 10-2 Acceptable Use Policy

Definitions:

Telecommuting: A situation when the employee has work-at-home or remote access arrangement using electronic access and connectivity through computer based systems.

Computerized maintenance management system (CMMS): Database that Facilities Management uses as a work management system.

Virtual Private Network (VPN): An account that must be activated before remote access is possible.

Policy:

A. Telecommuting is authorized for special projects that require high levels of concentration, minimal interruptions, and that can be accomplished using electronic connectivity. Telecommuting is not authorized as a continuous mode of work according to a set schedule on a regularly occurring basis.

B. Telecommuting employee’s work schedule must be established in advance with the individual’s supervisor. Specific work days and working hours must be established and agreed upon in advance.

C. Telecommuting employees must adhere to campus policies and procedures regarding remote access, information security policy, and software licensing policies.
D. Telecommuting employees must maintain a normal work load and provide a report to their supervisor documenting the work that was accomplished while telecommuting. Employees must show progress on assigned tasks and/or projects. Work time must be logged into the CMMS (use the extra description field).

E. Employees shall assure availability and contact with the campus during the scheduled work day and work hours via telephone, instant messaging and/or email.

F. Employees may be required to come to the campus to work on short notice during their scheduled telecommuting work periods if required for meetings or conferences.

G. Supervisors of telecommuting employees are responsible to measure productivity and output while telecommuting. A work plan prepared in advance, with expected milestones for work accomplishment, is recommended before telecommuting is authorized.

H. Employees wishing to be relieved of responsibilities for work on a given day must report the absence to their supervisor in accordance with applicable vacation and leave policies.

**Procedure:**

In accordance with University and Facilities Management policies, the following procedure is required for individuals requesting telecommuting privileges:

**A. Determining the Need for Telecommuting**

1. The employee must contact their supervisor to determine the need for remote access telecommuting before any action towards working from a remote location is taken.
2. A work plan and determined period of work days will be established for the individual working remotely.
3. A task list will be established for each day of the determined time period.
4. The employee will create the work plan with their supervisor or have the supervisor approve the work plan the employee has created.

**B. Gaining Remote Access**

1. After the work plan and task list are established, the employee’s supervisor will contact the Systems Analyst for VPN remote access.
2. The Systems Analyst will set up the account and remote access of the WSU servers and networks will be available to the employee to accomplish their work plan.
3. The employee will use only secure networks for remote access and **never** use any public domains where information may be available to others.

**C. Maintaining**

1. Employee will adhere to the work plan and task list previously established with the employee’s supervisor.
2. The employee will work for the previously established time period, after which if further time requests are needed for remote access, a new work plan and schedule will be established with the supervisor.