

Spring 2022 – Telecommuting Frequently Asked Questions

1. Is the inability to secure childcare sufficient criteria for approval of a telecommuting request?

As is customary, employees are responsible for securing childcare during business hours. As such, childcare needs alone are not sufficient justification for telecommuting.

2. An individual who lives in my home is immune compromised; however, this does not qualify under ADA for an accommodation. Am I able to seek relief under the telecommuting policy?

Managers will review all telecommuting requests while taking into account the employee's request and the unit's operational demands. This type of situation will be evaluated by the manager, and the manager may contact Human Resources on a case-by-case basis for guidance.

3. My manager denied my telecommuting request, and I disagree with the decision. Is my manager's decision subject to review or a grievance?

Manager decisions related to telecommuting are not subject to a formal grievance. However, as with all management decisions, if you disagree, please communicate your concerns and rationale to your manager.

4. My manager and I completed a telecommuting form for Fall 2021 – do I need to complete this new form now?

Yes. The Fall 2021 form has an end-date of 12/31/21. A new form is needed for the Spring 2022 semester.

5. Am I allowed to come to the office every day?

Yes, employees may come to the office every day with their manager's approval.

6. I've been told that while telecommuting I must be able to return to campus within a reasonable amount of notice. What is reasonable?

Reasonableness varies based on the circumstances, but in most circumstances, reasonable notice would be 24 hours.

7. What is the guidance for classified employees and their managers?

Consistent with State guidance, telework agreements do not apply to hazardous duty employees, to those who are front facing, and where there is a legitimate business need which requires the employee's presence in the workplace, including those whose consistent presence at work is or will be required because of the reopening of in-person operations.

Managers and classified employees should refer to the University's Spring 2022 – Employee Guidelines for Telecommuting on the HR [website](#) and these FAQs when considering telecommuting requests.

8. What telecommuting form should classified employees use when submitting requests to telecommute?

Classified employees should use the University's Spring 2022 Interim Telecommuting Form that is located on the Human Resources [website](#).