

HR QUICK TIPS: EPISODIC TELECOMMUTING

Definition	<p>These guidelines are to serve as a resource for supervisors of M&P staff working off-site episodically. Yale considers <i>episodic telecommuting</i> to be of a few days duration in order to focus on completion of a project without the standard interruptions common in the workplace or to accommodate a need to work from home, such as for weather related incidents.</p>
<p>Guidelines for both supervisors and employees:</p>	
Can I telecommute?	<ul style="list-style-type: none"> • Not every job lends itself to telecommuting and supervisors must determine if a telecommuting arrangement is suitable given the requirements of a particular job. Not all episodic telecommuting situations require a full work day. Supervisors may consider having the employee work ½ day and use PTO time for the remainder of the day. Employees need to obtain supervisor’s approval before telecommuting.
Work Plan	<ul style="list-style-type: none"> • When managing staff members off-site, supervisors and employees should have a discussion about a work plan for the day. This should include a discussion about scheduled meetings, projects, work hours and estimated timeframes. If meetings are held which require the employee’s attendance, it is expected that the employee will make arrangements to call in to such meetings. Satisfactory productivity and performance is expected and failure to maintain such productivity and performance may result in the termination of the telework arrangement.
Security & Confidentiality	<ul style="list-style-type: none"> • The employee must maintain security and confidentiality at the same level as expected at all worksites. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless in compliance with University policy and approved in advance by the supervisor.
HIPAA	<ul style="list-style-type: none"> • The employee must maintain confidentiality of University systems, records and documents and be responsible for ensuring compliance with the University’s secure computing policies, procedures and guidelines including working from home which can be found at http://www.yale.edu/its/help/off-campus-access.html . If accessing EPHI from home, computer equipment utilized must be in compliance with HIPAA Security Requirements.
Where?	<ul style="list-style-type: none"> • The telework must be performed in Connecticut, New York, Massachusetts or Rhode Island.
Equipment	<ul style="list-style-type: none"> • The employee is responsible for acquiring and maintaining all telework equipment such as computer, internet connection, phone line and related costs, furniture and will not seek financial support from Yale University. The employee must ensure that equipment and materials are covered by his or her own homeowner’s insurance if using a personal home computer. University-owned computers and equipment will be covered by Yale.
Safety	<ul style="list-style-type: none"> • The employee is responsible for ensuring the telework location is safe and free of hazards.
Misc.	<ul style="list-style-type: none"> • Products, documents, and records developed while teleworking are property of Yale. • A telework arrangement is not a substitute for dependent care. • All data, documents, proprietary materials, hardware, software and supplies provided by Yale University for the purpose of telecommuting will be returned to the workplace.

FOR MORE QUESTIONS, PLEASE CONTACT YOUR HR GENERALIST