

# Boise State University

## Telecommuting Guidelines

*Before telecommuting approval can be finalized, the employee must acknowledge understanding and agreement with the guidelines below.*

1. The employee understands that all obligations, responsibilities, terms and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in the telecommuting agreement.
2. The employee will ensure compliance with all state and University rules, policies, practices, standards and procedures related to university-provided equipment and software as outlined in the University's Policies and Procedures at <http://policy.boisestate.edu/information-technology> and employment expectations as outlined in the Boise State University policy manual at <http://policy.boisestate.edu/>
3. The employee and the University agree and understand that the telecommuting agreement may be terminated at the request of either party. The request must be made in written form and must provide, at a minimum, a fifteen (15) working day notice. All equipment, records, materials, and supplies are to be returned in good condition and within five (5) working days of termination of a telecommuting agreement.
4. Changes to an employee's work schedule or additional hours involving overtime (applicable for hourly, overtime eligible employees only) at any work site must be approved in advance by the supervisor.
5. Vacation, sick leave, medical appointments or overtime (if applicable) shall be requested and approved by the supervisor.
6. The employee agrees to remain accessible during designated work hours, and understands that management retains the right to modify telecommuting status on a temporary basis as a result of business necessity. Employees that do not have designated work hours must acknowledge work related communications within a reasonable time frame.
7. The employee agrees that s/he will not telecommute from a location where s/he has distractions that would hamper his/her ability to work productively.
8. The employee agrees to maintain a safe and secure work environment and to report work-related injuries to the supervisor at the earliest reasonable opportunity.
9. The employee agrees to hold the University harmless for damages to real or personal property or injury to others that may occur at the alternate work site. The employee agrees to use the University's owned records and materials (electronic or hard copy) for purposes of university business only, and to protect them against unauthorized or accidental access, use, modification, duplication, destruction, or disclosure and to return records in their original condition within specified timeframes. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
10. The employee understands that all records, equipment and materials provided by the University shall remain the property of the University.
11. The employee understands that in the event of a violation of University rules, policies, practices, standards or procedures this agreement may be immediately terminated by Boise State University.