University of Georgia Libraries
Teleworking Policy

Teleworking is a work arrangement for regular full-time employees, in which some employee duties are performed at an off-campus work site, such as the employee’s home. Teleworking is an alternative management tool. Supervisors should consider teleworking arrangements only when in the best interest of the University of Georgia Libraries.

Teleworking is not an employee right or benefit, but rather a work arrangement that can be terminated by the supervisor at any time with notice. Termination of a teleworking assignment will not serve as a basis for filing a grievance or an appeal. The supervisor also retains the right to require the employee to return to the workplace on regularly scheduled teleworking days.

A signed Teleworking Agreement Form is required for all participants. Both employee and supervisor are to agree upon the teleworking work schedule and what is to be accomplished during the teleworking period. Normally the workday consists of an eight-hour period plus one hour for lunch, or a total of nine hours. Normal work hours are from 8:00am to 5:00pm, unless otherwise specified on the Teleworking Agreement Form.

Teleworking employees are prohibited from removing UGA Libraries purchased materials from the building without departmental approval or UGA Libraries check-out, as appropriate.

Eligibility

- The employee is a regular full-time employee of the UGA Libraries and has successfully completed the employment probationary period and,

- The participant must occupy a position that is “exempt” as identified by the University of Georgia.

Procedure

- A Teleworking Agreement Form must be completed and signed by the employee, the employee’s supervisor and the department head.

- The Teleworking Agreement Form is submitted to the UGA Libraries’ Human Resources Coordinator for review to ensure all Teleworking Agreement Forms are in compliance with the UGA Libraries’ policy. The Human Resources Coordinator will sign the form prior to sending to the University Librarian and Associate Provost for final approval.

- Before telework can commence the University Librarian and Associate Provost must approve the Teleworking Agreement Form by signing and returning to the UGA Libraries’ Human Resources Department.
- A copy of the approved Teleworking Agreement Form will be sent to the employee and to the supervisor. The original will be held by the UGA Libraries’ Human Resources Department.

- As stated in the Agreement, the teleworking assignment will not exceed six months in duration. After the designated six-month period, the department must complete another Teleworking Agreement Form for the next teleworking period. There is no automatic right of extension.

Insurance and Worker’s Compensation

The UGA Libraries is not liable for damages to employee’s personal property while teleworking, nor is it responsible for operating costs, home maintenance, or other incidental costs (e.g. utilities, home insurance, etc.). By participating in this program, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the UGA Libraries, although unauthorized expenses will not be reimbursed.

While working at the alternate site, employees should designate one area as the official workstation. The University of Georgia’s potential liability with on-the-job injury or occupational illness is restricted to this official workstation.

Leave

All annual and sick leave usage will be in accordance with the University of Georgia leave policy.

TELEWORK DEFINITIONS

These definitions apply to these terms as they are used in this policy:

**Alternate Workplace**: A work site other than the employee’s usual and customary worksite (primary workplace). The alternate workplace may include the employee’s home.

**Core Operating Hours**: The UGA Libraries may establish operating hours according to the operating needs of the UGA Libraries and the University of Georgia during which all full-time employees are expected to work a minimum of forty (40) hours in a workweek. Core hours, which are a subset of operating hours, are the time period during which all regular professional/administrative and staff employees will normally be expected to be present. During this time, all offices are to be open for business, unless administratively and/or programmatically unfeasible. All offices are to be adequately staffed to transact business during these hours and to provide the necessary and appropriate services. An employee’s flexible schedule will always include the core hours to facilitate the scheduling of institutional business.
**Eligible Employees:** An employee with exempt status (monthly payroll), in an eligible position, who has been identified by the employee’s supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file for the current or immediately preceding review period.

**Eligible Positions:** A position having measurable quantitative or qualitative results-oriented standards of performance that is structured to be performed during a work period that may vary from the core work hours established for the UGA Libraries or the University of Georgia. For teleworking, the position must be structured to be performed independently of others and with minimal need for support and can be scheduled at least one day a pay period to participate in teleworking without impacting service quality or organizational operations. The eligibility of a position for teleworking or flextime may change depending on circumstances.

**Primary Workplace:** The teleworker’s usual and customary workplace.

**Teleworker:** A person who for at least one or more days in a particular pay period works at home to produce an agreed upon work product. All teleworkers should complete the telework agreement and training. A teleworker is not a mobile worker.

**Teleworking:** Working at a location other than the employee’s usual and customary workplace.

**Teleworking Agreement:** The signed document that outlines the understanding between the UGA Libraries and the employee regarding the teleworking arrangement. The teleworker agreement documents the mandatory policies in effect and the results of any other agreements between the supervisor and the teleworker. The agreement must be signed by both parties prior to the start of telework period agreeing that both parties will abide by the terms and conditions of teleworking. The agreement must be reviewed and renewed every six months to ensure that the guidelines for participating in the program indicate continued eligibility and are well understood. A supervisor may elect to revise the agreement when a need arises. In addition, the teleworking agreement should be reviewed and revised if necessary when there is a change in supervisor, job responsibilities, or change in work circumstances or performance. The agreement must have a place where the employee acknowledges that he or she has read and agrees to the terms of the policy and items listed in the agreement. Any employee who teleworks must sign a Telework Agreement. Employees may not begin teleworking until the Telework Agreement has been approved by the UGA Libraries’ Human Resources and the University Librarian and Provost.

Questions about teleworking should be directed to the Libraries’ Human Resources at 2-2716.