

EXECUTIVE SUMMARY

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ACTION ITEM: The Arkansas State University System (ASU System) seeks approval to adopt a Telecommuting Policy and to authorize ASU System campuses to develop policies and procedures that allow telecommuting.

ISSUE: The Board of Trustees is charged with establishing substantive institutional policy for the operation of the ASU System.

BACKGROUND:

- Many institutions of higher education authorize telecommuting on their respective campuses.
- The ASU System has received feedback from its member campuses that there is interest in exploring telecommuting opportunities for certain job positions on each member campus.
- The proposed ASU System policy is designed to authorize telecommuting on each ASU System campus upon approval by the Chancellor of that campus.
- If telecommuting is authorized by the campus Chancellor, each campus shall then develop policies and procedures that ensure each telecommuting arrangement is mutually beneficial for the institution and employee and also complies with all applicable laws and ASU System policies.
- The evaluation of these campus policies and procedures shall be accomplished through all applicable campus shared governance processes.
- A copy of the ASU System Telecommuting Policy is attached to this resolution.

RECOMMENDATION/RESOLUTION:

Be it resolved that the Arkansas State University System Telecommuting Policy is approved, and that ASU System campuses are authorized to develop policies and procedures consistent with the directives that allow telecommuting, and which are outlined in the policy.

Tim Langford, Secretary

Price Gardner, Chair

ASU System Policy

Effective Date: June 3, 2021

Subject: Telecommuting Policy

1. Introduction

The Arkansas State University System recognizes that at limited times, there may be a mutual benefit for telecommuting arrangements to be made for employees holding certain job positions at the ASU System campuses. At the same time, telecommuting should only be allowed after a thorough evaluation process has been undertaken between campus supervisors and the Chancellor of the ASU System campus. This evaluation must clearly establish that the telecommuting arrangement is mutually beneficial in each individual case.

2. Telecommuting Definition

Telecommuting refers to a work-flexibility arrangement, under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.

3. Telecommuting Applicability to ASU System Campuses

Each ASU System campus Chancellor shall have discretion as to whether a telecommuting arrangement will be authorized on their respective campus. Telecommuting arrangements are not designed to apply to instances related to inclement weather or other unforeseen acts that may act to temporarily prevent an employee from working at a campus location.

4. Telecommuting Eligibility

Each ASU System campus that elects to offer telecommuting for certain positions shall establish criteria to be used in evaluating telecommuting arrangements. Those standards will include, but are not limited to, the following:

- 1) The employee, the employee's supervisor, and the Chancellor must agree that the telecommuting arrangement will be mutually beneficial to the institution and the employee, and additionally will determine that the employee's job responsibilities do not require a physical presence at the campus location.
- 2) The campus has determined that the telecommuting arrangement is not simply a matter of convenience, but rather a strategic arrangement that affords clear and definite benefits and advantages to the employee and the campus.

- 3) The employee and the campus must have on file a telecommuting agreement that is signed by the employee, the employee's supervisor, the Human Resources Office, and the Chancellor.
- 4) The telecommuting arrangement is not otherwise prohibited by law.
- 5) The employee has exhibited familiarity with all applicable laws, as well as ASU System and campus policies, including the Family Educational Rights and Privacy Act.
- 6) The employee's information-technology capabilities and security at the telecommuting location have been approved by the ASU System Chief Information Officer.
- 7) The employee shall adhere to the "Security Guidance for Working Remotely" standards that are published by the ASU System Information Technology Department.

5. Prohibited Activities During Telecommuting Arrangements

Telecommuting is not designed to allow employees to perform other jobs or engage in other activities that would otherwise result in an employee being required to take leave. It is not a substitute for obtaining childcare.

6. Telecommuting Is Voluntary

Each campus will have policies that make clear that telecommuting arrangements are voluntary and may be terminated at any time by the campus or the employee, with or without cause.

7. Compliance with Applicable Laws and ASU System Policies

At all times during a telecommuting arrangement, employees shall comply with all applicable laws, as well as ASU System and campus policies.

8. Required Evaluation of Telecommuting Arrangements

Each campus that elects to offer telecommuting for certain positions shall have in place a process in which each telecommuting arrangement is re-evaluated in writing. This evaluation shall occur not less than one time per fiscal year. This process shall ensure that the telecommuting arrangement continues to be mutually beneficial and the employee's job performance under this arrangement remains satisfactory.

(Adopted by the Arkansas State University System Board of Trustees on June 3, 2021, Resolution 21-____)