**Guidelines for Temporary Telecommuting**

1. When telecommuting, employees are still obligated to comply with all Mississippi University for Women rules, policies and procedures. Violation of such rules, policies and procedures may result in immediate cessation of telecommuting arrangement, and possible corrective action.  Telecommuting does not change the terms and conditions of employment with Mississippi University for Women.
2. The Temporary Telecommuting Agreement is designed to be as specific as possible. The Agreement and the Job Task Analysis It should include:
   * Days and hours the employee is expected to be working and reachable at the telecommuting site
   * Methods of contact (such as personal cell phone, voice mail, email, videoconference, text, etc.)
   * Who owns and maintains the required equipment and supplies
   * A statement that the employee agrees to maintain a safe work environment, and that the employee agrees to hold the university harmless for injury to others at the telecommuting location
   * A statement that the employee agrees to provide a secure location for university-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than university business; and that the university is entitled to reasonable access to its equipment and materials
   * A statement that management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to campus on a particular day), or as a result of an employee request supported by the supervisor
   * A statement that the arrangement is voluntary, and may be terminated at any time by either party, with specified notice
3. Consistent with MUW's expectations of information security for employees working on campus, telecommuting employees will be expected to ensure the protection of information accessible from their temporary work site. Steps include but are not limited to regular password maintenance and any other measures appropriate for the job and the environment.
4. Temporary telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting university demands. Telecommuters are encouraged to discuss expectations of telecommuting with family members prior to the temporary period.
5. If not able to work a full work day, you will need to inform your supervisor and take the appropriate paid or unpaid leave.
6. Temporary telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the normal time-keeping system. Hours worked in excess of those scheduled per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement and will be handled as a performance issue with the appropriate disciplinary action.
7. Employees are eligible for Workers' Compensation when telecommuting and must follow the university's procedure for reporting job-related injuries.
8. If the manager deems that the temporary remote work arrangement is not working effectively or as envisioned, management may at any time adjust or end the agreement. Management will strive to provide at least 24 hours’ advance notice of any changes to the agreement.
9. The agreement should be in writing and should be signed and dated by the employee, the supervisor, and the department head and supervising president’s cabinet member. A copy should be given to the employee; the original should be kept in the employee's file. A copy should also be sent to HR.