



Institutional Handbook of Operating Procedures
Policy 03.01.03

Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Benefits	Responsible Entity: Human Resources

I. Title

Teleworking (Alternate Work Site)

II. Policy

Teleworking may be used as an alternative method of meeting UTMB’s workforce needs. This teleworking policy applies to employees whose primary worksite is a remote location, and to anyone whose regular work schedule includes performance of a portion of their duties at a remote location.

Employees requesting to telework must complete a [Teleworking Request and Agreement](#). This form is initiated by employees and approved by their supervisor and next level supervisor.

Teleworking does not change the employee’s terms and conditions of employment, salary, job responsibilities, or benefits.

UTMB has the right to refuse to make teleworking available to an employee and to terminate a teleworking agreement at any time by giving a 30-day notice, when possible.

III. Approval Process

A written justification of “business need” or condition shall be made to the respective department head. A justification based on an employee requesting a teleworking arrangement is not a sufficient “business reason.”

Approval by the department heads for teleworking arrangements should be made on a case-by-case basis.

Approvals should be based on the position’s duties and responsibilities, as well as the employee's record of performance and other factors, each independent of one another.

Teleworking agreements are required if an employee works one or more days a week at a remote location on a regular basis.

Proposed teleworking agreements involving non-exempt, out-of-state, or international employees should be discussed with Human Resources Employee Relations and Payroll Services before approval, as there may be possible tax implications.

Proposed teleworking agreements related to a medical accommodation should be discussed with the Institutional Americans with Disabilities (ADA) Officer before approval.

Proposed teleworking agreements involving employees who will be performing work that requires export control clearance should discuss with the UTMB Office of Technology Transfer before approval.

The approval of an employee's teleworking arrangement does not mean that another employee who later may fill that same position will be automatically authorized to participate in a teleworking arrangement.

IV. Teleworking Conditions of Employment

- Each teleworker must sign a formal teleworking agreement and have a formal work schedule defining standard hours of work in which the employee's duties and responsibilities are to be performed. The same University policies and procedures must be followed regarding starting work times, lunches, breaks, and ending work times.
- Management reserves the right to visit the employee's alternate work location and will be confined to the worksite only. Managers and supervisors must have the employee's permission to enter the employee's home or work location. Refusal of permission to examine the employee's worksite, after notice from UTMB, may be grounds to terminate the teleworking agreement.
- All Information Resources (IR) used in the performance of a teleworker's assigned job duties must meet UTMB's minimum IR security standards. Additionally, individual departments may require teleworkers to use UTMB-owned computers, configured by Information Services for the employee's specific job duties. University equipment used in a teleworking arrangement shall be inventoried by the respective department and signed for by the teleworking employee.
- Teleworking is not a substitute for dependent child or elder care. Children must be under the care of an individual other than the employee while the employee is working at home. The teleworker is expected to set up and maintain his or her teleworking work location in a safe, unobstructed, and clean fashion. The employee should follow basic safety precautions such as: avoiding obstructions in the work area; eliminating trip and fall hazards; ensuring proper lighting, ventilation, and furniture; and setting up the work site in an ergonomically correct fashion.

The University will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, telephone, insurance) associated with the use of the employee's residence for teleworking, unless specifically provided otherwise in advance in writing by the head of the employee's department.

- The teleworker, as an employee of UTMB, is provided Workers Compensation coverage and protection for work-related accidents or illnesses, as long as the accident or illness occurs within the employee's scope of the teleworking contract. Injured employees must notify their supervisor immediately and complete all requested documents regarding any injury.
- Management reserves the right to end the teleworking arrangement at any time. Under most circumstances, a reasonable notice period should be provided.
- The teleworking agreement is not a contract for employment, and the employee's status of employment shall not be changed by the teleworking agreement.
- Teleworkers may be required to come to a UTMB location to attend meetings and perform work at any time.

V. Equipment & Supplies

- An employee will describe and present to the supervisor a request for office equipment, hardware, software, communication needs and office supplies needed to participate in teleworking from a remote work location. The supervisor will review the request for approval for purchase reimbursement, or equipment loan. The University will not reimburse the employee for any costs not pre-approved by the supervisor. Purchases or reimbursement shall be provided in accordance with applicable University policies.
- All University equipment approved for purchase or loan will be inventoried and remain the property of the University.
- In general, employees who have office furniture at their regularly assigned place of employment will not be reimbursed or authorized to purchase furniture for their remote location.
- The University will not reimburse employees for out-of-pocket expenses for materials and supplies that are reasonably available at the regularly assigned place of employment.
- Only University approved software shall be used for connecting with the University's network from the remote work location. Employees who are participating in teleworking shall run University prescribed anti-virus software at all times and follow all University information security rules, copyright laws and manufacturers' licensing agreements.
- University equipment located at the remote work location is subject to all policies and restrictions related to use of state-owned property. Participating employees are responsible for any equipment and software that is used at the remote work location and accept financial responsibility for any equipment that is lost, stolen or damaged because of the employee's negligence, misuse or abuse.

VI. Management Responsibilities

Ensure complete and approved telecommuting agreements are in place before employees begin teleworking.

Establish a sound communication plan with the teleworker to include:

- Periodic scheduling of supervisor/employee meetings
- Attendance at regular employer-sponsored staff meetings
- Notification of office events
- Periodic performance reviews that measure results.

Establish with the teleworker place of work in the home that is principally used to perform the employee's required work.

Establish a process of submitting hours worked.

Teleworking agreements should be maintained in department files in accordance with institutional records retention requirements and a copy sent to Human Resources Employee Records.

VII. Employee Responsibilities

The teleworker is solely responsible for entering into an agreement with his or her supervisor that details the teleworking agreement's duration, work hours, location, pay and attendance policies, leave policy,

equipment issues, liability and reimbursement policy, safety and workers' compensation issues, performance expectations and evaluations, and records.

The teleworker agrees to assume complete responsibility for safeguarding all University-owned equipment which is provided for the work location. University-provided equipment for the home is not an entitlement and will vary, based on the particular job.

The teleworker agrees not to use, or allow usage by non-University employees, of any University-owned equipment for non-University use.

The teleworker is responsible for the safekeeping of any confidential materials, so that said confidentiality is not breached.

As per IHOP policy 9.2.6, original medical records may not be removed from UTMB property.

The teleworker, as a pre-condition to working at home, must establish a place of work (dedicated work space) in the home that is principally used for the performance of his or her work.

The employee must return all University-owned property, including documents and records, within two weeks at the request of his or her supervisor.

VIII. Time and Leave

The amount of time an employee is expected to work will not change due to teleworking.

The Texas Government Code, Sec. 659.018, prohibits a State employee from accruing equivalent compensatory time for work performed at a location other than the employee's regular place of employment or assigned duty point.

In accordance with established policies, employees must obtain supervisory approval before taking any type of leave.

All time and leave records must be maintained by departments for teleworking employees as they are for on-site employees.

IX. Relevant Federal and State Statutes

[Texas Government Code, Sec. 659.018](#)

X. Related UTMB Policies and Procedures

[IHOP – 03.01.07 – Work Schedules and Work Week](#)

[IHOP – 03.04.05 – Overtime](#)

[IHOP – 03.04.08 – Compensation Practices for Non-Exempt Employees](#)

[IHOP – 04.01.04 – Time and Attendance Reporting](#)

XI. Dates Approved or Amended

<i>Originated: 02/26/2001</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/01/2008	
06/03/2021	

XII. Contact Information

Human Resources, Employee Relations
409 772-8696

