



The University of Alabama in Huntsville Telecommuting Guidelines

Pay and Attendance: The telecommuter's time and attendance should be recorded as if performing official duties at UAH and the telecommuter should report time as usual.

Leave: Regular UAH holiday and leave accruals will remain the same. The employee must follow established departmental procedures for requesting and obtaining approval of leave.

Accessibility: The employee must be accessible during regular work hours by telephone and email. Calls and emails are to be returned in a timely manner. The employee may also be required to participate in video conferencing.

Equipment: The employee may provide his/her own equipment to be used in telecommuting unless equipment is issued by the department. UAH will not be responsible for employee-owned equipment used in the telecommuting program. The department should keep a record of any equipment given to the employee to be used at home.

Telecommuting Facilities: The employee should be responsible for providing his/her own internet access, with speeds equivalent to DSL or higher.

Cost: UAH is not responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities), associated with the use of the employee's residence or any costs of repair or maintenance relating to the employee's equipment used in the telecommuting program.

Work Location: Telecommuting privileges typically apply to UAH employees who 1) are U.S. citizens or permanent residents, 2) who live in the state of Alabama, and 3) wish to telecommute from their primary residence. Telecommuting requests outside of these parameters require additional approval to ensure compliance with applicable federal and state laws and regulations. Note, UAH employees may not telecommute from locations outside of the United States, regardless of U.S. or foreign citizenship.

Work Hours: It is expected that employees will maintain regular and reasonable attendance, based upon an established work schedule. UAH employment is considered primary and any and all outside employment must be approved by the appropriate supervisor and may not occur during the established UAH work hours.

Liability: UAH will not be liable for damages to the employee's property resulting from participation in

the telecommuting program.

On-the-Job Injury and Illness (OJI): The employee is covered by UAH's OJI program if injured in the course of performing official duties at the telecommuting location provided the employee follows the procedures for reporting an OJI. On-the-Job Injury and Illness Policy and procedures can be found at <https://www.uah.edu/rmi/injuries>.

Verification of Home Safety: The employee will maintain a home office space that is free from safety and fire hazards.

Work Assignments: The employee should consult with the supervisor to receive assignments and to review completed work. The employee will complete all assigned work according to procedures mutually agreed upon with the supervisor. The employee will report to work for onsite meetings and assignments, within a reasonable timeframe.

Records: The employee is responsible for securing from theft any UAH property. The employee must use secure remote access procedures. The employee must apply safeguards which are approved by UAH to protect records from unauthorized disclosure or damage, including using passwords, and locked file cabinets. The employee must not share his/her passwords with anyone outside of UAH. The employee must also maintain regular anti-virus protection and computer backup and must not download UAH confidential information onto non-secure devices. All records, papers, and correspondence must be safeguarded for their return to the office and remain property of UAH. The employee must agree to abide by UAH policies on information security, software licensing, and data privacy. If there is any unauthorized access or disclosure of confidential information, the employee must inform UAH immediately.