



University of Colorado Employee Services Work-at-Home Procedure for University Staff, Officers and Classified Staff

INTRODUCTION

This Work-at-Home Procedure applies to employee work-at-home arrangements, whether on a continuous basis or for a specific, limited period of time. This procedure applies to university staff, officers and classified staff, and will be administered within the University of Colorado's Employee Services department.

Working at home is not an employee right or benefit and may be discontinued by the university for any business reason, at any time. Employees will be permitted to work at home at the discretion of the university.

WORK-AT-HOME CRITERIA

To be eligible to work at home, employees must, among other things: (1) have portable job duties; (2) have a work site and equipment (telephone, Internet, supplies, etc.) suitable for working at home; and (3) be able to work independently and productively.

Some positions, responsibilities and projects are more suitable for working from home than others and may be appropriate to maintain business continuity in the event of an emergency, or as part of a flexible work arrangement. Also, responsibilities that do not require face-to-face interaction, require minimal supervision, involve the extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for a work-at-home arrangement. Appointing authorities must examine the distinct activities, functions and tasks to determine whether a work-at-home arrangement is appropriate.

WORK SCHEDULE

As is required for the university worksite, the supervisor will establish the employee's home work schedule. The employee will document all time worked and account for hours not worked with the appropriate leave designation (annual, sick, comp time, leave without pay, etc.) and, if eligible for overtime, must receive supervisor authorization before working overtime. The employee will not provide primary childcare or other care during work hours; formal care arrangements must be maintained during working hours.

WORK-AT-HOME DOCUMENTATION

The supervisor must complete the [Work-At-Home Approval Form](#). This form will be routed to the Office of Human Resources, and an annual report will be delivered to the president and the executive team detailing how many employees are working from home. Work-at-home documentation must include the following components:

- a description of the work to be accomplished as well as clearly defined performance requirements that are measurable and results oriented—especially when the work differs from the employee's regular job description and performance plan;
- the work schedule;
- a telephone number where the employee can be reached during the agreed-upon work



- schedule; and
- If university equipment is used at home, a record of such equipment.

In the event of an emergency closure or situation for which the Work-at-Home Approval Form cannot be formalized ahead of time, the work-at-home approval must be documented in an email between the employee and the supervisor.

EQUIPMENT, SUPPLIES AND TELEPHONE/DATA CONNECTION

The employee will use his/her own equipment, supplies, and telephone/Internet connection to perform his/her job duties. In special cases where the appointing authority determines it is in the best interest of the work unit, the university may provide equipment necessary for the employee to perform the desired work at home. University equipment, software, data and supplies may be used only for official university business, and must be returned to the university at the termination of the work-at-home arrangement, or upon request by the university. The employee is responsible for operating costs, home maintenance and any other cost associated with the use of the home as an alternate work location. In the event of equipment failure or malfunction, the employee will immediately notify the supervisor. In the event of delay in repair or replacement, or any other circumstance which makes work from the home location impracticable, the employee understands that the supervisor may require the employee to report to the regular work site.

SECURITY

All university information security, and records management and retention policies that apply at the regular university worksite apply when the employee works from home.

UNIVERSITY, STATE, AND DEPARTMENT POLICIES

Whether or not specifically articulated in these procedures, work-at-home employees are subject to the same federal, State of Colorado and regent laws, policies and procedures applicable to employees at the regular university worksite.

LIABILITY

The university is not liable for injuries to third persons, including family members, at the home work site. The university is not liable for damages to the employee's personal or real property.

WORKERS COMPENSATION

The employee is covered by Workers' Compensation during the performance of official university business at the home worksite during work hours. The employee must report work-related injuries immediately to the supervisor and will comply with all university reporting requirements established for the purpose of reporting such claims.

RESOURCES

The State of Colorado Department of Personnel & Administration has issued a [Technical Guide on Flexplace for classified staff employees](#). This guide provides advantages, costs and drawbacks for using work-at-home arrangements as well as characteristics of a "good telecommuter."

For questions regarding this procedure, contact Lisa Landis, chief human resources officer and associate vice president of CU Employee Services, at lisa.landis@cu.edu.