

# Telecommuting Practice Directive

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| **Division:** Administrative Affairs |
| **Department:** Administrative Affairs |
| **Contact Information:**Vice Chancellor of Administrative Affairs / Taryn Carothers / (262) 472-1922/ carothet@uww.edu |
| **Effective Date:**August 25, 2021 |
| **Revised Date:** |

## Authority:

UW System Policy 1228

## Objective:

The University of Wisconsin-Whitewater, as part of an evolving workforce and reflective of both the labor marketplace and an interest in maximizing operational efficiency, seeks to expand flexibility in working arrangements for our employees.

## Statement:

Telecommuting arrangements are permitted when approved by the employee and their immediate supervisor with notice of the agreement provided to the appropriate Vice Chancellor or designee; when it is feasibly that an employee could fulfill their job duties from an alternate location for the period covered by the arrangement; and when the telecommuting arrangement does not disrupt the operations of the University. Telecommuting arrangements may also be initiated by the employer for any legitimate business purpose.

## Procedures:

[Telecommuting Procedure FINAL.docx](https://www.uww.edu/documents/adminaffairs/Compliance/Practice%20Directive%20and%20Procedure/Telecommuting%20Procedure%20FINAL.docx)

## Searchable Words:

Telecommuting, Work from home, Remote Work