

# Telework Policy

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**Approved by:** Julie Dinger, VP Academic and Student Affairs

**Policy Owner:** VP Academic and Student Affairs

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**Revision Approved by:** Julie Dinger, VP Academic and Student Affairs

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## Purpose

The purpose of this policy is to ensure that Oklahoma Panhandle State University provides telework and virtual work when appropriate and deemed necessary by an area supervisor and administrative leadership.

## Policy

OPSU considers telework to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telework allows an employee to work outside of the traditional on-site work environment for all or part of the regular workweek. Telework may be appropriate for some employees and some positions; however, telework is not an entitlement, is not an university-wide benefit and may be discontinued at any time at the sole discretion of OPSU. A telework arrangement is not designed to be a replacement for appropriate regular dependent care and the focus of the work hours in the telework location must be on job performance and meeting position requirements.

Although telework may be suggested by an employee, the decision of whether telework is appropriate or is required for a particular position shall be determined by the supervisor responsible for the position after considering factors set forth in the OPSU telework guidelines, as well as additional guidance from administrative leadership of the area. No employee shall begin a telework arrangement until the employee and OPSU have executed the OPSU Telework Agreement and the telework location has been approved and prepared in accordance with OPSU telework guidance.

Subject to the approval of an employee's supervisor, an employee may work from home due to extenuating circumstances without executing the OPSU Telework Agreement. Such work

from home arrangement is not intended to be routine.

Employees who are allowed or required to telework for all or a portion of the workweek shall be responsible to remove work hazards and to ensure adequate protection of proprietary, student and other confidential information accessible from the telework location. Adequate protection shall be determined at the sole discretion of OPSU. Telework employees shall continue to adhere to all applicable OPSU policies and procedures.