



Teleworking/Flexitime Policy

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON TELEWORKING/FLEXTIME POLICY
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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Policy Statement

The University System of Georgia allows teleworking and flexitime, on a voluntary basis, to employees who fill job classifications/positions that have been designated as eligible for telework and/or flexitime. The Telework and Flexitime program is an employer option, not an employee right and is appropriate only when it results in a benefit to the institution. Telework and/or flexitime may not be suitable for all employees and/or positions. Institutions may implement teleworking and/or flexitime as a work option for certain eligible employees based on specific criteria and procedures consistently applied throughout the department.

The purpose of this policy is to define the program for teleworking (also known as telecommuting) and alternative work schedules, hereinafter referred to as flexitime, and the guidelines and rules under which it will operate. There are significant economic, personal, and production benefits of telework and flexitime, but there are a number of potential downfalls. This policy is designed to help managers and employees understand this type of work environment and their associated rights and responsibilities. This policy and its accompanying guidelines provide a general framework for teleworkers and employees approved for flexitime at an institution. It does not attempt to address the special conditions and needs of all employees, nor is it intended to interfere with existing faculty schedules driven by teaching, research, service, and/or clinical responsibilities, which can vary daily.

Applicability

All units of the University System of Georgia are covered by this policy.

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8:00 a.m. to 5:00 p.m. with one (1) hour for lunch. Four (4) ten (10) hour days may also be considered by the manager when feasible for the department and position.

- **Flextime Agreement:** The flextime agreement documents the mandatory policies in effect and the results of any other agreements between the supervisor and the flextime worker. The agreement must be signed by both parties prior to the start of flextime, agreeing that both parties will abide by the terms and conditions of flextime. The agreement must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program indicate continued eligibility and are well understood. A supervisor may elect to revise the agreement when a need arises. In addition, the flextime agreement should be reviewed and revised if necessary when there is a change in supervisor, job responsibilities, or change in work circumstances or performance. The agreement must have a place where the employee acknowledges that he or she has read and agreed to the terms of the policy and items listed in the agreement. Any employee who is approved for flextime must sign a Flextime Agreement.
- **Mobile Worker:** An employee who travels continuously and whose current work location is their home or an assigned office. The duties of these positions generally require the employee to meet and work off-site with clients/customers who are dispersed throughout a geographic territory. For the purposes of this policy, mobile workers are not considered teleworkers. (See [Attachment E](#))
- **Occasional Teleworker:** A teleworker, who with the approval of their supervisor, works at home on an infrequent basis. Approval is usually task or project specific and normally approved at least the day before the employee teleworks. Occasional teleworkers do not telework on a scheduled basis. For the purpose of this policy, occasional teleworkers are considered teleworkers. It is not necessary for the occasional teleworker to complete a formal Teleworking Agreement.
- **Primary Workplace:** The teleworker's usual and customary workplace.
- **Teleworker:** A person who for at least one or more days in a particular pay period works at home, or a satellite office, to produce an agreed upon work product. All teleworkers should complete the telework agreement and training. A teleworker is not a mobile worker.
- **Teleworking:** Working at a location other than the employee's usual and customary workplace.
- **Teleworking Agreement:** The signed document that outlines the understanding between the agency and the employee regarding the teleworking arrangement. The teleworker agreement documents the mandatory policies in effect and the results of any other agreements between the supervisor and the teleworker. The agreement must

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- Ensuring that individual work schedules and reporting for non-exempt employees are in compliance with FLSA regulations and Board of Regents policy;
- Ensuring that each employee's request to telework is considered in relation to the department's operating and customer needs;
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Expenses and Compensable Time

Work-related, long-distance phone calls should be planned for in-office days. At the discretion of the supervisor, expenses for business-related, long-distance calls and cell phone calls, which must be made from a teleworker's home, may be reimbursed if the reasons and costs for the calls are documented. The teleworker is responsible for the cost of maintenance, repair, and operation of personal equipment.

Liability

The employee's home workspace when used for telework is an extension of the department workspace. An institution's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. The teleworker is covered under the State's Workers' Compensation Law for injuries occurring in the course of the actual performance of official duties at the alternate workplace.

If an injury occurs during teleworking work hours, then the employee shall immediately report the injury to the supervisor. The employee, supervisor, and agency should follow the institution's policies regarding the reporting of injuries for employees injured while at work.

The State of Georgia and each institution are not responsible for any injuries to family members, visitors, and others in the employee's home. The teleworker may not have business guests at the alternate workplace.

To the extent permitted by law, the employee will not attempt to hold an institution or the state responsible or liable for any loss or liability in any way connected to the employee's non-work related use of their own home.

The teleworker is responsible for contacting the teleworker's insurance agent and a tax consultant and consu

- [Telework Agreement \(Attachment A\)](#)
- [Flextime Agreement \(Attachment B\)](#)
- [Telework Self-Assessment \(Attachment C\)](#)
- [Work-Space Self-Certification Checklist \(Attachment D\)](#)
- [Mobile Worker Agreement \(Attachment E\)](#)

Related Documents and Resources (External)

- None

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