Division of Student Life

Short-Term Off-Site WORK POLICY
(For unanticipated absences of three days or less)

The division recognizes that, in some instances, it may be in both the staff member and university’s best interest for work to be performed outside of the campus’s physical constraints. Given that some responsibilities can only be performed via face-to-face interactions, some aspects of a position may not be suitably performed off-site. As such, working directly with the university community is a core value for staff in the Division of Student Life when considering requests. The procedure below refers to absences due to unforeseen circumstances (e.g. dependent care, sickness, weather, transportation troubles, etc.) during normal working hours. This does not cover work during weekend or evening hours, which should be discussed using the Work Schedule Guidelines for Academic Staff document.

Requests to work off-site should follow the listed procedure:

1. Before placing a request, a staff member should consider the following:
   a. Work materials – How will you access the materials you need? How can sensitive materials be secured?
   b. Productivity – Will eight hours of work reasonably be performed in a given day under your work conditions and constraints? If not, what is the appropriate amount of work time that you can commit to?
   Necessity – Are these time-sensitive or deadline projects you would be working on? Is there a value to getting this work done now, that couldn’t wait until your return to the office?

1. The request to work off-site should be submitted to the employee’s supervisor via phone or email and should include the following information:

   a. Description of the responsibilities to be performed.
   b. Length of time proposed.
   c. Resources needed to complete the project.
   d. How any confidential materials (e.g. student records) transported off-site will be secured.
   e. Assessment of negative impact on employee’s absence from the office. This would include both the impact on the university community as well as other employees (FTE and student) of the unit. It should be noted and considered in the request, if multiple staff will be working at home from a particular department during the same time period.
f. Assessment of positive impact on university community and department staff if request is approved.

If possible, a signed University Telecommuting Agreement (http://www.ohr.wisc.edu/ohr/telecommuting/index.htm).

The supervisor will review the request and provide notification as soon as possible. An employee may not work offsite until the review processes have been completed and they have received approval. If the request was made verbally and approved, the employee will send a follow-up e-mail to the supervisor for their records and update their calendar accordingly.

1. General Guidelines
   a. Off-site work may be granted for both usual, day-to-day responsibilities and special projects provided that they met the criteria for productivity and necessity.
   b. Employees are encouraged come to an agreement with their supervisor about what type of responsibilities would qualify for off-site work in advance so as to facilitate faster approval when situations arise.
   c. Under normal conditions, it would be unusual for multiple staff from a single department to be approved for off-site projects during the same time period.
   d. Overall employee performance will be considered as part of the approval process.
   e. Employees will be expected to follow all university policies on record and data security.
   f. It is not the institution’s responsibility to arrange for equipment, computer programs, or materials for off-site work.
   g. An employee working off-site should still be accessible and respond to contacts from their supervisor and others related to their approved responsibilities in a reasonable timeframe.
   h. In a situation where a staff member works off-site less than 8 hours and needs/wants to take vacation/personal holiday to equal a full 8 hour day the following applies:
      i. Full time academic staff should follow standard leave reporting requirements (leave of less than 2 hours=0, 2-6 hours=4, more than 6=8)
      ii. Part time academic staff and classified staff should report any leave time taken

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