

TEMPORARY TELEWORK

Chancellor's Office Policy

Applicability: Unclassified Exempt and Non-Exempt Employees

Effective 10/20/09

Policy Statement:

In cases of short term public emergency, public health guidance for contagious diseases, or closures, Temporary Telework may be approved for unanticipated dependent care, during a temporary interruption of work due to office closure or inclement weather; recovery from an illness; caring for a sick family member; or instances where safety and health measures are put into effect by the Chancellor's Office.

Definitions:

"Essential Functions" are discrete functions that are absolutely necessary to keep a business operating during influenza pandemic, and critical to operational recovery. Defining what is and is not essential requires applying diverse lenses and filters at each step. Supervisors will identify essential functions, the employee that is primarily the one responsible for that function, and a backup person who may be required to cover that function if the essential person is unable or unavailable to work.

"Essential personnel" are employees who are designated, by nature of their assigned duties, as essential to the Chancellor's Office during curtailment or closure of operations. Essential personnel are required to report in the event of curtailment or closure.

Policy:

Essential personnel may be required to work from an alternate worksite during periods of temporary closure or conditions that would pose personal health or safety risks to the individual or other employees.

Employees other than essential personnel may be approved to work from an alternate worksite to provide one or more essential functions, based on the needs of the department, and subject to the approval of the immediate supervisor and division manager.

Any employee who works offsite must use procedures and equipment that maintains data storage and transmission security consistent with the security standards of the Chancellor's Office. An [Administrative Computer Systems Statement of Telework User Responsibility](#) must be on file for any employee approved for telework.

Offsite contact information for an employee who agrees to Temporary Telework will be available to Chancellor's Office staff. [Telework Contact Information for Essential Personnel](#) is required.

For purposes of Temporary Telework, the terms and conditions of the Telework Policy apply, except that the [Temporary Telework Application & Agreement](#) is sufficient to approve Temporary Telework.

Chancellor's Office
Temporary Telework Application and Agreement - Page 1

Employee Information

Name _____ Office phone _____
Department/Division _____
Supervisor _____ Phone _____
Proposed telework location: Home Other (describe) _____
Telework address _____
Telework phone _____ Telework e-mail _____

The reason for this agreement is:

Temporary Interruption of Work* Department savings
 Improved work performance Reduced Commuting Miles
Other: _____

Temporary Telework Schedule

Telework Start Date _____ Telework End Date _____
Daily schedule _____ Total hours per day _____
Regular work hours _____ a.m./p.m. to _____ a.m./p.m.

Accessibility information

How can you be contacted when you telework? *(Check all that apply)*
 Phone; E-mail; Voice mail/answering machine; Other(describe) _____

Communications & Equipment

Business telephone calls will be paid: 1) with a pre-paid phone card; 2) as an employee reimbursement based on submitted phone bills; 3) cellphone allowance; 4) other (describe) _____

The following equipment (*describe*) will be used for telework in the home/remote work location:

Item: Computer Owner: _____
Item: _____ Owner: _____
Item: _____ Owner: _____
Item: _____ Owner: _____

***Telework During Temporary Interruption of the Work**

I perform essential functions that require me to work during a Temporary Interruption of Work, and have completed a Temporary Telework Contact Information for Essential Personnel and an Administrative Computer Systems Statement of Telework User Responsibility. (*attach*)

I request Temporary Telework, although I am not required to report during a Temporary Interruption of Work. I have completed an Administrative Computer Systems Statement of Telework User Responsibility. (*attach*)

Routing: Original to Human Resources, copies to supervisor and employee.

Temporary Telework Agreement – Page 2

I have read and understand the Telework and Temporary Telework Policy and agree to the duties, obligations, responsibilities and conditions for teleworkers described.

I agree:

1. I will perform services as a temporary teleworker;
2. My offsite contact information will be available to Chancellor's Office staff;
3. Telework is voluntary and may be terminated at any time, with 3-day notice, by me or by the Chancellor's Office;
4. I will comply with all existing job requirements and expectations in effect while in my regular work site;
5. I will promptly notify my supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances;
6. I will abide by the Computer System Statement of Telework Use Responsibility;
7. Telework does not change my salary, job responsibilities or benefits;
8. I must receive pre-approval prior to using any accrued leave;
9. I will abide by the terms and conditions outlined in the Temporary Telework policy and Telework Policy;
10. I may act as the primary care giver for my dependents if the telework site is in my home, provided that time spent caring for them or on other personal business will not be counted as time worked;
11. The Chancellor's Office is not responsible for any loss of private property used, lost or damaged, and may pursue recovery of property that is deliberately or negligently damaged or destroyed while in my care, custody, or control;
12. The sole purpose of this agreement is to outline telework and it neither constitutes an employment contract nor amends any existing contract.

Signatures:

Employee Signature

Date

I authorize Temporary Telework for the period and reason noted.*

Supervisor Signature

Date

*Explanation if Temporary Telework denied:

Chancellor's Office
Security and Confidentiality - Administrative Computer Systems
Statement of Telework User Responsibility

Security and confidentiality of records, reports, and files are matters of critical importance to the Chancellor's Office. The purpose of this statement is to clarify your responsibilities as a user of Oregon University System (OUS) administrative computer systems. Each individual who has access to confidential or security-sensitive data is expected to adhere to the security and confidentiality principles stated below.

As a person who has access to such information, you **will not**:

- Share your password with any person, or permit any other person to access information under your account;
- Permit the unauthorized use of any information in records, reports, and files which are accessed, processed, maintained, or stored by the Chancellor's Office;
- Seek personal benefit from information that you have acquired as a result of your access to data;
- Disclose the confidential contents of any record, report, or file to any person, except in the conduct of official work assignments;
- Knowingly include a false, inaccurate, or misleading entry in any official non-test record, report, or file;
- Knowingly destroy data from any record, report, or file, except as authorized;
- Remove any record, report, or file from the office where it is maintained, except in the performance of your official duties;
- Cause or assist another person to violate these principles.

As a person authorized to access confidential or security-sensitive information under a **telework** agreement, you **will** prevent the loss or unauthorized transmittal of data and information held by any computer used outside of a secure, regular work site, by taking the following actions:

- Installation of hard-drive encryption on OUS-provided or personal laptop or desktop computers;
- Using approved, secure file download tools, including but not limited to VPN and RDP (Remote Desktop Protocol) technology issued by OSU TSS;
- Restrict access to OUS information by any individual other than yourself at telework sites;
- Password protect or use secure e-mail for exchange of data and documents that contain financial, personal or confidential information;
- Use equipment and software that complies with Chancellor's Office desktop security; maintenance policies and procedures; and additional safeguards required by the department. Note: OUS information stored on personal electronic equipment may be subject to Chancellor's Office review, public records requests and discovery.

Violations of these principles may lead to disciplinary action consistent with applicable personnel policies. Violations can also lead to action under Oregon Revised Statutes pertaining to theft, alteration of public records, or other applicable sections.

Your signature below indicates that you have read, understand, and will comply with these principles.

Signature

Date

Name (Typed or Printed)

Institution or CO Site

Telework Contact Information for Essential Personnel

Confidential – Not for General Release – Authorized Use Only

Last Name	First Name	Middle Initial
Department/Division	Supervisor Name/Phone	
Job Title	Office Phone	
Home Address		
City	State	Zip Code
Home Phone	Home E-mail	
Telework Phone	Telework E-mail	
Cell Phone		
Personnel besides supervisor & Chancellor's Office staff authorized to have your home phone number:		

Alternate Personal Contact Information – Local (if office is unable to reach you)

Primary Contact Name & Relationship	Primary Contact Phone Numbers home: work:
Secondary Contact Name & Relationship	Secondary Contact Phone Numbers home: work:

Business Continuity Information –Chancellor's Office

This portion to be completed by Supervisor

Essential Function 1	Backup Person name /phone/e-mail
Essential Function 2	Backup Person name /phone/e-mail
Essential Function 3	Backup Person name/phone/e-mail
Essential Function 4	Backup Person name/phone/e-mail
Temporary Telework Agreement	Telework Location (describe)
Begin date:	Core Hours: am/pm to am/pm
End date:	
<p>Communications In Use While Teleworking: (check all that apply)</p> <p>How will incoming calls be handled?</p> <p>How will E-mail messages be handled?</p> <p>Indicate options you will use while teleworking:</p> <p><input type="checkbox"/> Call forwarding <input type="checkbox"/> Voice Mail check-in <input type="checkbox"/> Co-worker assistance</p>	

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