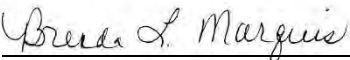


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## Policy #HR030: Staff Teleworking

Recommended for Approval by:   
Brenda Marquis  
Executive Director of Human Resources

Approved by:   
Jon Anderson, Ph.D.  
President

**Effective Date:** 02/24/2023 | **Amended:** 01/01/2024; 08/04/2025; 11/01/2025; 07/01/2026

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### A. Intent

Pennsylvania Western University (PennWest) is grounded in personal interaction and service to students and employees. Accordingly, regular in-person work is the standard expectation for staff positions to support the University's mission.

Telework may be approved only in limited, defined circumstances when it supports business continuity or operational needs. Teleworking (telework) is not an employee right or benefit and may be denied, modified, or discontinued at any time at the University's sole discretion.

Employees in essential positions are generally expected to perform their duties on campus due to the operational requirements of the role. Telework arrangements may be approved only in limited circumstances when operational needs can continue to be met.

This policy applies to staff positions only. Faculty, coaches, nurses, student workers, graduate assistants and public safety personnel are excluded.

### B. Definition(s)

**Telework**, formalized in a Telework Agreement, under which an employee performs the duties and responsibilities, and other authorized activities, of such employee's position on a full-time or part-time basis from an Alternate Worksite other than the employee's home campus.

**Telework Agreement** means a written agreement voluntarily entered into and signed by a Teleworker and the Teleworker's supervisor, that details the terms and conditions under which an employee is permitted to Telework. Approval is granted at the discretion of the

Division Vice President and Human Resources based on operational needs, the employee job description, the nature of the position, and business considerations.

**Alternate Worksite** means a University-approved remote office location or site within a reasonable travel distance of the teleworker's campus where the teleworker would be operating, as agreed upon by the supervisor.

**Essential Position** as defined in [Policy HR011](#), means a position designated by the University as necessary to support essential operations and/or continuity of essential functions during any modified campus operating status, emergencies or hazardous conditions.

**Essential Employee** as defined in [Policy HR011](#), means an employee who occupies a designated essential position and is required to report to work and/or remain on duty during all operating statuses including prevailing emergencies or other hazardous environmental conditions.

**Non-Essential Employee** as defined in [Policy HR011](#), means an employee whose position has not been designated as essential and who is not required to report to work during authorized delayed openings, early releases, or essential only operating days, unless specifically directed by a supervisor.

### C. Policy Statement

- **Approval and Duration**
  - All telework arrangements require written approval from the appropriate Vice President and the Office of Human Resources.
  - Telework agreements are generally intended to be ongoing in nature but are required to be reviewed and reapproved annually. Telework is not intended to address short-term personal needs or to substitute for required use of leave.
  - Approval applies only to the employee's current position and must be re-evaluated upon position change.
  - The University reserves the right to require a telework employee to report to their home campus for meetings, training or other on-site duties, as required and/or as directed by a supervisor.
  - The University may terminate a telework agreement with thirty (30) calendar days' notice.
- **Eligibility for Formal Teleworking Agreements**
  - Position Eligibility
    - The essential functions of the position can be performed effectively at an Alternate Worksite without diminishing service, productivity, supervision, collaboration, or student support.
    - The role does not require regular in-person interaction, physical presence, or on-site access to equipment, materials, or confidential records that cannot be securely accessed remotely.
    - Essential positions are generally expected to perform their duties on campus due to the operational requirements of the role. Telework arrangements may be approved only in limited circumstances when operational needs can continue to be met.
  - Employee Eligibility
    - The employee has a satisfactory performance record with no active disciplinary action.
    - The employee demonstrates the ability to work independently, meet

- deadlines, and maintain productivity without direct supervision.
- The employee demonstrates access to and availability of an Alternate Worksite.
- Essential employees are generally expected to perform their duties on campus due to the operational requirements of the role. Telework arrangements may be approved only in limited circumstances when operational needs can continue to be met.
- **Operational Needs**
  - Telework cannot negatively impact essential operations, department operations, team effectiveness, service delivery, or campus coverage.
  - Adequate on-site staffing levels are maintained at all times.
  - The arrangement aligns with institutional priorities and business needs.
- **Supervisor and Administrative Approval**
  - A written telework agreement is completed and approved by the immediate supervisor, divisional Vice President, and Human Resources.
  - Approval may be revoked at any time if performance declines, operational needs change, policy requirements are not met, or the arrangement no longer serves the best interest of the University.
- **Telework Agreements**
  - Telework agreements require the following:
    - Employees perform all regular job duties from an approved Alternate Worksite, except when required to report to a campus location for meetings, training or other on-site responsibilities, or as directed by a supervisor.
    - Approval at the discretion of the Division Vice President and Human Resources based on operational needs, the employee's job description, the nature of the position and business considerations.
    - Teleworking may be approved only in limited, defined circumstances when it supports business continuity or other operational needs.
    - Teleworking is not an employee right or benefit and may be denied, modified or discontinued with thirty (30) calendar days' notice at any time at the University's sole discretion.
    - Telework is permitted only when work is performed at the specific, approved teleworking location identified in the employee's teleworking agreement. If the teleworking location needs to change, the employee and supervisor must void the current agreement and complete a new one that reflects the updated worksite.
- **Telework Worksite Requirements**
  - Employees must:
    - Self-certify that the Alternate Worksite is safe, secure and conducive to work.
    - Maintain reliable internet service and communication capabilities sufficient to perform job duties.
    - Ensure dependent care arrangements are in place for all dependents that require care.
    - Employees must ensure that pets do not interfere with their telework duties and responsibilities. If pet-related disruptions occur, the employee is required to take appropriate steps to eliminate these interruptions. Failure to do so will result in the discontinuation of the telework agreement.

- Protect confidential and sensitive information.
- Supervisors may:
  - Require documentation of the proposed Alternate Worksite prior to approval. The University reserves the right to conduct prearranged inspections during scheduled work hours.
- **Work Schedule and Leave**
  - Teleworking does not modify standard work hours unless approved.
  - All leave must be requested and recorded in accordance with established procedures.
  - Leave time must be submitted whenever an employee has an appointment away from the approved telework worksite or a personal obligation at the worksite that makes them unavailable or unable to perform their duties and responsibilities. If a teleworking employee becomes ill, they must use sick leave if the illness or related symptoms prevent them from being available or able to carry out their duties and responsibilities.
- **Technology, Security and Equipment**
  - Only University-approved systems and software may be used. All University data must be stored on approved platforms. University-issued equipment remains University property.
  - Personal devices used to perform University work when teleworking are subject to security requirements and Right-to-Know requests.
  - Upon termination of the telework authorization agreement, all University property must be returned. All University data or materials stored on personal devices must be moved to University approved storage locations or devices, after which they must be deleted from the personal devices.
- **Liability and Expenses**
  - The approved Alternate Worksite is considered an extension of the workplace for workers' compensation purposes during scheduled work hours within the designated Alternate Worksite.
  - The University is not responsible for home operating expenses, personal equipment, commuting time, or tax implications related to teleworking.
  - Employees teleworking will be considered in a working status for applicable benefits and coverages during the work hours specified in their job description and in accordance with all collective bargaining unit agreements.
  - For employees covered by a collective bargaining agreement, all overtime, call time, and standby time will be administered and compensated in accordance with the applicable agreement, regardless of any telework agreement/arrangements
- **Supervision and Accountability**
  - Work duties and performance expectations remain unchanged. Employees must remain accessible during scheduled hours and comply with supervisory direction.
  - Failure to comply with this policy may result in discipline and/or revocation of teleworking privileges.

#### **D. Related Policies**

[Essential and Non-Essential Personnel Designation \(HR011\)](#)  
[Operating Status \(FA005\)](#)

**E. Contact Information**

For additional information, please contact the Office of Finance and Administration or the Office of Human Resources.

**F. Policy Review Schedule**

Each policy shall be reviewed by the corresponding Vice President on a regular basis as appropriate.