

SECTION: Personnel

SUBJECT: Telecommuting

Background: This policy addresses procedures to be used when employees work at alternate locations for all or part of their work week in order to promote general work efficiencies.

Point of Contact: Human Resource Services

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Information Technology; Provost; Vice President for Finance & Administration

Date of approval by LCSC authority: September 3, 2014

Date of State Board Approval: N/A

Date of Most Recent Review: September 2014

Summary of Major Changes incorporated in this revision to the policy: No major changes noted. Updated hyperlinks in policy.

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Telecommuting, also known as telework, is a mutually agreed upon workplace option between LCSC and the employee, which allows work to be done by an employee at an alternate work location for one or more days each week. In most cases, some work will still be done at the employee's usual central workplace depending upon the needs of the department.

Telecommuting can be used to manage people, time, space, and workload more effectively and efficiently. When used properly, telecommuting programs can reduce commuting time and expenses for employees, improve recruitment and retention efforts, extend hours of customer service, improve employee performance and decrease overhead costs. Telecommuting may also be used as a temporary response to contingencies / emergencies (natural disasters, public health emergencies), or to accommodate employees with temporary medical conditions which make travel to the primary work site impractical.

LCSC will follow the State of Idaho [Statewide Policy Section 7: Telecommuting](#) guidelines when a telecommuting request is received by an employee.

LCSC relies heavily on person to person contact as part of our mission statement: therefore, it is not anticipated this would be an ongoing, permanent arrangement for employees. However, for a temporary assignment, a department may use telecommuting when it would help an employee better accommodate personal needs and where the arrangement would not adversely affect productivity of the employee's department or the ability of the department to provide service for faculty, staff, and students.

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Telecommuting **must be approved** for an employee by the appropriate department supervisor and the supervisory chain through the appropriate Vice President (or President for Direct Reporting Units). The following forms must be completed PRIOR to granting approval for an employee to telecommute:

1. [Telecommuting Application](#)
2. [Telecommuting Agreement](#)
3. [Self-Certified Safety Checklist](#)