

Telecommuting Policy

Any telecommuting agreement must be initiated by the employee and is strictly voluntary. It must be supported by the immediate manager and approved by the Chief or DGSOM Dean's office designee (see **Appropriate Approval** section below). The Director of Employee and Labor Relations for UCLA Health must first review and approve the appropriateness of telecommuting requests per position type and unit prior to individual agreements being approved by the Chief or DGSOM Dean's office designee. Any telecommuting agreement must be implemented by submitting a Telecommuting Request form and executing a Telecommuting Agreement.

Telecommuting is only available to **exempt status, non-represented, non-probationary employees** with an Effective, Exceeds or Role Model rating on their most recent performance evaluation. Employees must maintain this level of performance and may not be under active performance management (i.e. written counseling or corrective action).

Telecommuting Agreements should only be implemented when desired by the employee and where organizational productivity can be maintained or enhanced. The manager and employee must ensure that the employee has sufficient work which can be done from an off-site location so that he/she can be fully productive. This must be documented in the Telecommuting Request form and the Telecommuting Agreement.

Telecommuting Requests must specify the type of work to be accomplished, and Telecommuting Agreements must specify the timeframe. At the discretion of the manager, the Agreement may include specific deliverables and dates. A copy of the fully executed Agreement is to be provided to the employee, Human Resources and placed in the employee's personnel file.

Schedule and Length of Agreement

Telecommuting is limited to *one day per week* depending upon the type and nature of work being performed. The telecommuting schedule must be determined in advance and specified in the Telecommuting Request and Agreement. Telecommuting days may not be carried over from month to month or saved for use at another time. Managers may require employees to work on-site on specific days. For example, the manager may determine that employees need to participate in person, in scheduled staff or client meetings. In order to ensure adequate coverage, managers may limit the number of employees who may work from home on the same day.

Initial agreements shall be for a trial period of six months or less. Prior to renewal of an Agreement, the manager and employee should review its effectiveness in contributing to individual and organizational performance. Agreements may not exceed one year in length, and may be renewed upon review by the Chief or DGSOM Dean's office designee and Human Resources.

Terms and Conditions of Employment

All terms and conditions of employment apply regardless of where the work is performed. This includes, but is not limited to, pay/salary, benefits, attendance requirements, position duties and performance standards, and adherence to UCLA Personnel Policies for Staff Members (PPSM) and department policies and procedures.

Communication

Participating employees agree to be as accessible as their on-site counterparts during scheduled remote work hours by phone and email. Messages and emails should be checked no less than every two hours. Office telephone greetings should not indicate that the employee is working from an off-site location as work location should be transparent to customers. Calls may be forwarded as long as recorded greetings are business-appropriate.

Work Assignments

Participating employees are expected to meet with their manager on a regular, on-going basis to receive specific assignments and duties, to identify measurable outcomes and/or results, and to review work in progress as well as completed work. Participating employees must complete all assigned work in accordance with standard operating procedures.

Managers are expected to promptly recognize issues, especially declining productivity, and to take prompt corrective action.

Safety & Security

It is expected that participating employees provide reasonable care and good judgment in the organization, operation and maintenance of the remote work station and immediate surroundings to ensure good working conditions and preservation of well-being.

Participating employees are responsible for promptly reporting any injuries sustained during their designated work hours at the remote location to their manager, in accordance with UCLA Health Policy HS7318 Employee Work Related Illness and/or Injury. UCLA Health is not liable for any injuries to family members or others that occur at the remote work location.

Information Security

Participating employees are expected to take all precautions necessary to secure confidential and proprietary UCLA Health and patient information and prevent unauthorized access to any UCLA Health systems from their offsite location in accordance with UCLA Compliance Policies. Work done at the remote work site is considered official business, release or destruction of any records should be handled according to Privacy and Information Security standards. Computerized files are considered official records and shall be similarly protected.

Equipment, Services & Supplies

Supply of lighting, internet, electrical service, and appropriate surrounding physical conditions are the responsibility of participating employees. Employee are responsible for providing furniture and equipment at the remote work site. Employees must provide all necessary equipment, at their own expense, so that the workday can be productive. This includes, at a minimum, a computer, dial-up or high-speed access to the Internet and concurrent voice connectivity.

Participating employees agree to take full responsibility for all equipment and materials provided by UCLA Health and protect University equipment from damage. Employee agree to return all UCLA Health owned equipment and supplies in good condition, aside from the normal wear and tear, when requested.

All equipment and supplies, including computer hardware and software, furnished by UCLA Health and all copies thereof are the property of UCLA Health. Employee agrees not to sell, lease, assign, transfer, or otherwise make available to any third party.

UCLA Health is not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) associated with the remote worksite.

Termination of Agreement

Telecommuting Agreements are not considered employee rights. At the discretion of the Chief or DGSOM Dean's office designee and Human Resources, Telecommuting Agreements may be suspended or terminated at any time for any reasons, and participating employees will be directed to immediately return to the UCLA work site. Any decision to deny or suspend the program for a specific individual must be documented by the manager to the employee along with the rationale. A copy of this denial or suspension memo is to be placed in the individual's personnel file.

Appropriate Approval

Telecommuting agreements for UCLA Health System staff members must be approved by the Chief. Telecommuting agreements for DGSOM staff members must be approved by the DGSOM Dean's office designee.

This policy may be revised or terminated at any time as determined by organizational needs.