

Telecommute- Remote Work

UCSB HUMAN RESOURCES



How does telecommuting/remote work benefit UCSB?

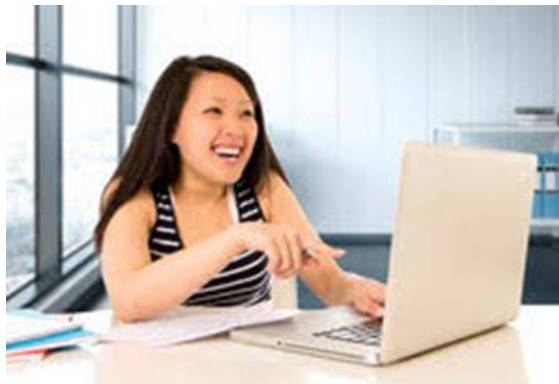
- Increases productivity
- Reduces turnover
- Improves Morale
- Eco-Friendly Outcomes
- Cost Effective (recruitment costs, space allocation, etc.)



TELECOMMUTING V. REMOTE WORK

TELECOMMUTING

Employee works one or more days at an alternate location on a set schedule or variable/upon request. Telecommuting employee has an assigned work location, e.g., office or cubicle, at a UCSB worksite.



REMOTE WORK

Employee works entirely at an alternate work location other than a UCSB worksite. In most cases, this is the employee's home. In most situations, the employee will not have an assigned UCSB worksite, e.g., individual office or cubicle.



Our Goal- Guidelines for all your needs

Tom has an office at UCSB- he would like to telecommute every now and then as needed



Mae has an office at UCSB, but lives in Lompoc and would like to telecommute on Fridays



Jack's partner got a job in San Francisco but he'd like to keep working for UCSB- working remotely from the Bay Area



ETS wants to recruit for a systems architect who will work remotely- no office at UCSB

Requests to Telecommute or Work Remotely

Five Primary Factors to Determine Eligibility:

- Type of Employee Position
- Type of Work Performed
 - Operational needs/impact on others
 - Employee's performance and attendance record
- Location of Alternate Worksite



Type of Employee Position



Yes

- Career
- Contract
- Limited employee
- **in an exempt position**

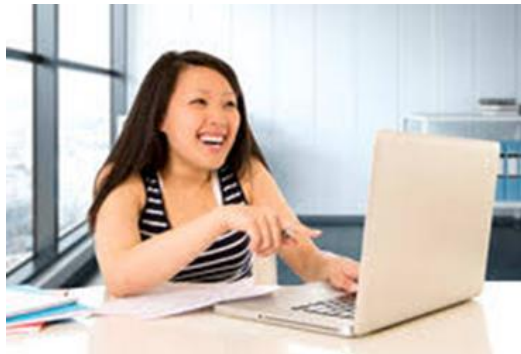
Not Recommended

- Employees in non-exempt positions
- Department heads, managers or supervisors with supervisory or oversight of departmental operations duties
- Probationary Employees

Type of Work Performed

Yes

- Job duties that involve analytical work, research, online or phone advising or other computer-oriented duties (data entry, web page design, word processing, programming).



Not Recommended

- Job duties that require in-person interaction, direct supervision or access to material that cannot leave University property, e.g., protected or confidential data or documents.



Operational Needs/ Impact on others

Will approving an employee to telecommute or work remotely:

- Impact the operational needs of the department?
- Impact other employees, workload/ work flow, in the department?
 - Is there anyway you can appropriately mitigate those impacts to allow the employee the telecommute or work remotely?



Employee Performance/ Attendance Record

- Employee must have a satisfactory or better performance rating and a good attendance record.
- Example: Employees should not be approved to telecommute or remote work in response to an inability to get to work on time or consistently.
- Employees should not be approved to work at an alternate work location if the primary reason for the request is an ongoing need to provide child care or other caregiving at the same time they are expected to perform their assigned duties. (Approval of temporary, short-term requests is at management discretion.)



Location of Alternate Worksite

Where is the alternate worksite?

❖ In California?



❖ Another State Outside of California?



❖ Outside the United States?



Location of Alternate Worksite

In California



UC Policies and California laws apply to employees working in the Santa Barbara region and within the State of California.

Location of Alternate Worksite

Another State Outside of California



Employee may be deemed to be physically based in that other state and be entitled to the benefits of the state labor and employment laws where employee works. (For example, HEERA will not apply to represented titles.)

*For specific advice, department may need to contact HR Employment Unit for referral to University counsel and/or referral to external legal advisory services.

Location of Alternate Worksite



Outside the United States



- The risks and additional costs associated with ensuring compliance with a foreign country's employment and tax laws typically outweighs the benefits of allowing an employee to work at an alternate work location outside of the United States. This also applies to employees wanting to temporarily work outside the country.
- If department wants to proceed, they must contact HR Employment Manager prior to approval or implementation. HR may refer the manager to University Counsel for review and final decision. Control Point approval may also be required.

Hiring a Remote Worker

- Department should discuss this option with the recruiter in the HR Employment unit prior to posting so that option or requirement can be included in the job ads.



Other Factors to Consider

**Equipment Purchases/
IT Service Expenses**



Travel Reimbursement



Guidelines & Resources

- Guidance Now Available on HR web site:
 - Telecommuting- Remote Work Guidelines
 - Employee Agreement
 - Home Safety Checklist
 - Cybersecurity Checklist
 - Equipment Purchase Agreement
 - Mandatory Employment Notice Vendors- Out of State Location

