



Types of Telecommuting

On-Site Full-time Arrangement

- Duties/tasks associated with the position are not suited for telecommuting, such as providing in-person service to students, faculty, or staff, front desk coverage, tasks that rely on specific equipment or supplies, physical work on buildings or grounds, in-person patient interaction and care, etc.
- Structure of position is not suited for telecommuting, such as some student and/or temporary workers.
- Majority of the meetings with university units/staff need to be in person.
- Existing performance concerns.

Hybrid – Partial On-Site/Partial Telecommute

- Employee can perform the duties of the position successfully from a remote location.
- Position requires some in-person interaction and/or team collaboration/team building.
- Not all customer interactions are suitable for email, phone, Zoom, Teams.
- Employee is equally productive in both locations.

Full-time Telecommuting Arrangement

- Duties can be performed in any location, such as reading reports, analyzing documents, preparing letters, providing phone support or reports, data entry, etc.
- Employee can perform the duties of the position successfully from a remote location.
- There is no difference in the level of service provided to the customer.
- Duties can be performed off-site without disruption to the regular workflow.
- Minimal requirements for direct supervision.
- Duties and responsibilities require little or no in-person interaction.
- Customer interaction suitable for email, phone, Zoom, Teams.
- Employee's performance can be monitored and measured remotely.

Surge Telecommuting

- Temporary telecommuting option on a mandatory action day or a special circumstance day (e.g., natural disaster, snow day, red air quality day, etc.)