

Remote Working (Telecommuting) Request Procedure

Intent:

The University of Wisconsin-Eau Claire is committed to making employee wellbeing a university-wide priority and we want to ensure our campuses provide a supportive and healthy workplace. This procedure supports the [Workplace Wellbeing Practice Directive](#) by providing a procedure that will allow employees to request worksite arrangements supportive to their success, as well as that of the university.

Scope:

Part-time or full-time remote worksite arrangements beyond 10 consecutive business days in length must be requested by submitting the [UWS Telecommuting Application and Approval Form](#) via employee self-service in HRS. This applies to one or more days per month on a standard and recurring basis.

Remote worksite arrangements as part of a reasonable accommodation under the American with Disabilities Act should be initiated via the UWEC [ADA Reasonable Accommodation Request Eform](#).

Intermittent remote worksite arrangements (ten consecutive business days or less) are permitted without a formal UWS Telecommuting Agreement upon mutual consent of the employee and their supervisor/manager. These are unplanned situations arising out of transient circumstances (e.g. illness, weather emergency, temporary school closure, etc.).

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Procedure:

Requesting Remote Worksite Arrangements

When an employee wants to request remote worksite arrangements, the process will look as follows:

Step	Requesting Remote Worksite Arrangements
1.	Employee shall review UWEC Workplace Wellbeing Practice Directive and UW System Administrative Policy 1228 - Telecommuting prior to initiating formal request for remote worksite arrangements.

2.	Employees should discuss potential remote worksite arrangements with their supervisor/manager before initiating the UWS Telecommuting Application and Approval Form (accessible through MyUW ; see table below for additional information).
3.	Supervisor/manager shall review UWEC Workplace Wellbeing Practice Directive , UW System Administrative Policy 1228 – Telecommuting , and UW System Telecommuting Guidelines for Supervisor prior to considering an employee’s request for remote worksite arrangements.
4.	Employee completes all required sections of the UWS Telecommuting Application and Approval Form request form via employee self-service in HRS.
5a.	In most cases, the UWS Telecommuting Application and Approval Form routes to the supervisor/manager (‘reports to’ in HRS) for consideration. The decision to authorize a remote worksite arrangement is at the discretion of the supervisor, subject to the review of the appropriate Vice Chancellor or designee.
5b.	If the request involves a remote worksite located ‘out-of-state’ or ‘out-of-county’, the decision is at the discretion of the appropriate Vice Chancellor <i>after</i> consultation with UWS Legal (steps 6-8 not applicable).
6.	Prior to supervisor/manager approving the request, supervisor/manager shall discuss the request with unit/college management (director/dean).
7.	Supervisor/manager shall discuss any concerns directly with the employee making request in attempt to address and resolve any concerns with request.
8.	Supervisor/manager renders decision on employee’s request to work remotely.

Procedure of Objection to Decisions on Remote Working Requests

If an employee is dissatisfied with their supervisor’s decision regarding the approval, modification, or termination of a remote working arrangement, the employee may bring any issues or concerns to their designated Human Resources Representative for review and possible resolution.

Accessing ‘UWS Telecommuting Application and Approval Form’

The UWS Telecommuting Application and Approval Form which is mentioned in step # 2 above, can be accessed through your account at ‘MyUW’:

Step	Accessing UWS Telecommuting Application and Approval Form in ‘MyUW’
1.	Login to your account at MyUW . Select Personal Information;
2.	Select Update My Personal Information;
3.	Login through your multifactor authentication. Select your institution;
4.	Select Telecommuting Agreement from the panel on the left side of the MyUW screen;
5.	Select New Telework eForm. Complete the form. It will be routed to your supervisor.

Resources:

[UWEC Workplace Wellbeing Practice Directive](#)

[UW System Administrative Policy 1228 – Telecommuting](#)

[UW System Telecommuting Guidelines for Supervisor](#)

[UWS Telecommuting Application and Approval Form](#) (access by login to [MyUW](#) portal)

Administration:

Approval Details

Approval Authority:	UW System: UW System Administrative Policy 1228 - Telecommuting
Approval date:	06/15/2021
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Revision History

Version	Revision date	Description of changes	Author
1.0	<dd/mm/yyyy>	Procedure established	Title of Procedure Author

Contact Person/Unit

Contact Person/Unit:	Director of Human Resources
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Keywords

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