

I.

3. Telecommuting may not affect the seamless execution of the employee's work responsibilities and availability to stakeholders during the University's work week as determined, in part, by the following:

Performance standards and essential job functions for the position are not impacted by Telecommuting;
The workload of a co-worker or manager is not expanded because an employee is Telecommuting;
The employee's availability during the University's Hours of Work; and
Stakeholder needs and expectations are met.

B. Implementing Telecommuting

1. Existing Employees Requesting Telecommuting:
 - a. An employee who wishes to engage in Telecommuting shall submit a "Request to Telecommute" to their supervisor.
 - b. The supervisor shall

