

ITD Telecommuting Guidelines

These guidelines clarify ITD's expectations of management and employees when employees telecommute. These guidelines supplement the ITD Telecommuting Internal Operating Procedure, and provide the framework for each unit's specific procedures.

A) Eligibility

An individual's eligibility to telecommute is determined by the supervisor. The supervisor will take into account the nature of the work to be performed and the unit's needs. Eligibility requires an appropriate level of performance and job skill as assessed by the supervisor.

B) Access to technology

Employees must have access to technology adequate and appropriate to perform work tasks. If the supervisor authorizes an employee to use NC State equipment at home, a Home Use Authorization form must be completed and kept on file.

C) Contact and Communication Requirements

Employees must be reachable by their supervisor. Managers may establish other requirements as appropriate.

D) Coverage

Each unit will ensure adequate on-site coverage at all times. Some adjustments of on-site staffing should be expected in order to accommodate telecommuting.

E) Performance Measures

The supervisor and employee will establish methods by which performance will be measured, as appropriate for the particular work tasks being performed.

F) Security

Employees must adhere to appropriate security measures. Questions on these measures should be directed to a supervisor or ITD Security. All employees must have a signed Information Security Acknowledgement Form on file, as well as a signed FERPA Confidentiality statement.

G) Appropriate Tasks

We recognize that some tasks cannot be done off-site or may not be most effectively performed off-site. The supervisor has the discretion to determine whether or not a task may be performed off-site.

H) Safety

Employees will maintain a safe working environment off-site. Employees will use equipment and furniture which comply with safety standards. Questions on workplace safety should be directed to a supervisor or to the Environmental Health and Public Safety Center.