

TELECOMMUTING GUIDELINES AND AGREEMENT

Talking Points

- Applies to both UAB and UAB Medicine employees
 - Guidelines and Agreement - two separate documents
 - Departments should develop any unit specific guidelines
 - Both documents are available on HR Website at the following link:
 - <http://www.uab.edu/humanresources/home/policies>
- You may also find the information on the Employees Relations page, under Alternative Work Schedules on the Records page and the Agreement can also be found on the HR Forms tab.
- Fully executed Telecommuting Agreements must be provided to your HR Consultant/HR Manager

Highlights

- Telecommuting employees are still bound by UAB policies
- Voluntary work arrangement may be terminated by either party
- If Employee violates Agreement or Guidelines he/she may be subject to revocation of telecommuting privileges or disciplinary action
- Arrangement not intended as substitute for child care arrangements
- Any work performed for UAB at alternative work location owned by UAB
- Employees must adhere to UAB rules regarding data security and confidentiality
- Tax consequences – employees are subject to any city or municipality tax associated with the alternative work location.

Considerations

- Provide rationale for eligible positions
- Be consistent in determining eligibility (Guidelines include questions to consider for eligibility)
- Determine whether employee(s) will be required to report to UAB work site during work week
- Employees must be in good standing
- Be consistent with management of Guidelines

For more information contact your HR Consultant/HR Manager