



April 2021

Guidelines in Determining if Positions are Telework Eligible

Criteria of Telework Eligible Positions

According to the University's Policy #6202 – Telework Policy, in making decisions about which positions are appropriate to designate or approve for telework, management, in consultation with the Department of Human Resources, will analyze the duties of positions and how the work is performed. Generally, the following types of positions that may be appropriate for telework are those that:

- Require independent work;
- Require little face-to-face interaction;
- Require concentration;
- Result in specific, measurable work products; and
- Can be monitored by output, not time spent doing the job.

Additionally, according to the University's Telework Policy, the Department of Human Resources, in consultation with managers, will identify broad categories of positions that are ineligible for telework. The Department of Human Resources will maintain a list of these positions along with the appropriate justification as to why the positions are ineligible.

Broad Categories of Positions that are Ineligible for Telework

The positions below provide direct service to the University's students, faculty, staff and university community or are place-specific positions. Due to the nature of the work, these positions are ineligible for telework.

Admissions Counselor
Cashier
Carpenter
Custodian
Drivers
Garage Keeper
Grounds worker
Electrician
Housekeeping worker
HVAC Tech

Mail Clerk
PM Mechanic
Plumber
Public Safety personnel (police officer, security officer, police dispatcher, etc.)
Receptionist
Roofer
Residence Hall Director
Trades/Utilities Worker
Switchboard Operator

Note: The Department of Human Resources will periodically review this list to determine appropriateness of eligibility. Positions not on this list will be reviewed on a case-by-case basis.