


**INDIANA UNIVERSITY OF PENNSYLVANIA
POLICY STATEMENT**

Subject: Telecommuting Policy for Non-represented and Staff Employees

Date: <u>B/13/21</u>	Distribution Code: A	Reference Number:
Revision Date:		
Addition <input type="checkbox"/>	Originating Office:	President's Approval 
Deletion <input type="checkbox"/>	Office of Human Resources	
New Item <input checked="" type="checkbox"/>		

Policy Statement:


It is the policy of Indiana University of Pennsylvania to permit telecommuting work arrangements as set forth in the related procedure when it is in the best interests of the University and when it will enhance the productivity of the employee. This policy and procedure applies to University staff, both represented and non-represented positions. It does not apply to Faculty, Coaches, Nurses, Student Workers, Graduate Assistants or Public Safety positions. Telecommuting is not an employee right or guaranteed employee benefit and the implementation and/or continuation of telecommuting is at the sole discretion of the employer.

Recommended by: Dr. Debra Fitzsimons Digitally signed by Dr. Debra Fitzsimons
Date: 2021.08.11 09:21:39 -04'00' Date: 8/10/2021
Debra Fitzsimons, Vice President for Administration and Finance

Approved by: President's Cabinet Date: 7/21/2021

Approved by: Senate Development and Finance Date: 8/10/2021

Approved by: University Senate Date: _____

President's Signature:  Date: B/13/21
Michael Driscoll, President

DISTRIBUTION:

Distribution Code	Description
A	All Employees
B	All Budget Coordinators
C	All Non-Instructional Employees
D	All Deans and Department Chairpersons
E	All Managers
F	All Faculty
G	Senior Administrators
H	President's Cabinet
I	Vice Presidents