

**POLICY NAME** TELECOMMUTING

**POLICY NUMBER** 2.3.12

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

As standard practice, MIC policy does not allow hourly, non-exempt employees to engage in ongoing telecommuting, or working from home. However, in certain situations, some hourly employees may be permitted to work at home on specific projects with prior approval from the HRD or SFM. If an employee, or that employee's supervisor, believes that it is in the best interest of both the employee and the MIC for the employee to work at home, they should communicate the need to the HRD or SFM along with the reason for the exception and the approximate number of hours that will be required to complete the task in question. ADVANCE APPROVAL from the HRD or SFM is required in all cases.

If a salaried, exempt employee wishes to work at home as part of their regular 40 hour workweek, they must first get approval from the HRD or SFM and provide the reason for the exception and the approximate number of hours that will be required to complete the task in question. ADVANCE APPROVAL from the HRD or SFM is required for salaried workers to work at home for any part of the 40 hour work week.

All MIC policies are in effect when employees are working at home. Employees working at home should pay particular attention to the Computers and Personal Computing Device Policy #2.5.16 and the Email Policy #2.5.14.