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The requirements and expectations set forth below apply to all telework arrangements, which must be approved in advance by the appropriate supervisor or department head on behalf of the University. This document is incorporated by reference into each telework agreement approved and implemented by the University and the relevant employee. This document supplements and extends [Human Resources Policy 2.07](#).

1. Teleworking is a privilege granted to certain qualifying employees when circumstances and conditions allow for its success. It is an option exercised at the University's sole discretion and is not an employee right. Teleworking approvals may be revoked at any time by the appropriate supervisor or department head when doing so is determined to be in the University's best interests.
2. All teleworking employees must arrange an appropriate and safe workspace at their home or other remote location that ensures their productivity and the security of University information. For example, teleworking employees must be able to take telephone calls and participate in online video meetings with minimal distraction and while maintaining appropriate confidentiality. Any sensitive or confidential data must be accessed in a secure manner by the teleworking employee.
3. Supervisors are responsible for determining an appropriate means of evaluating teleworking employee hours worked, overall work performance, and for maintaining employee accountability just as they would for employees working at traditional on-campus or other University locations.
4. Teleworking employees may not allow nonwork-related events, activities, or persons who share the remote work location (e.g., a spouse, partner, children, or nonwork-related visitors) to disrupt or interfere with their workday or job performance. The responsibility to focus on and productively accomplish the University's business is the same whether working at a traditional location or when teleworking.
5. Absent other arrangements approved in advance in writing by the appropriate supervisor or department head, teleworking employees are required to work normal business hours. Moreover, teleworking employees must attend in-person meetings or events at University or other locations as directed by their supervisor or as necessary for the performance of their job duties.
6. During agreed upon work hours, other than reasonable break periods, teleworking employees must generally be present in their workspace and reachable by their supervisor, team members, and other colleagues. In accordance with their available technology, teleworking employees should, for example, turn on Skype and mark their location and themselves as available while enabling video capability (if applicable) and instant messaging.
7. All equipment and services necessary for the employee to meet their job duties must be provided by the University or otherwise present and in good working order in their remote location. This might include, but is not limited to, a properly protected or secured computer with standard productivity software and video capability, a headset, Internet access with necessary bandwidth, a suitable printer, and VPN and meeting software such as Cisco AnyConnect, Skype, and Zoom.
8. Teleworking employees should use Skype, Zoom, or other appropriate secure virtual conferencing means to conduct virtual meetings and should use their University [bonsai drive](#) and department shared drives to maintain secure access to necessary computer files from all work locations.
9. Supervisors and teleworking employees must jointly ensure that all sensitive and/or confidential information is appropriately protected and secured when teleworking employees access such information from remote locations.

10. Work product produced by teleworking employees at remote locations remains subject to Arizona's public records laws.
11. Teleworking employees remain subject to and must to comply with all [University Policies](#) while working from remote locations, including those that pertain to information and device security.
12. University equipment located at remote worksites is subject to all applicable rules and restrictions. Teleworking employees are responsible for any state-owned equipment and software used at their remote work site and are personally responsible for any such equipment that is lost, stolen, or damaged due to the employee's negligence, misuse, or abuse.