



UT Health Science Center: HR0485-H Telecommute	
Version 1	Publication Date: 07/24/2022

No./Title: 485 -Telecommute	Resp. Office: HUMAN RESOURCES	Effective Date: 06/01/2022
Category: Employment	Last Review: 05/17/2022	Next Review: 05/17/2025
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Related Policies:		

OBJECTIVE

To provide guidelines and standards for the establishment of telecommuting arrangements either requested by regular, temporary, or student employees in an active pay status or when required by the UT Health Science Center (UTHSC).

DEFINITION:

Telecommuting is defined as a work arrangement approved in advance in which an employee works at least part of their work hours off-campus from an alternative location

WHO IS AFFECTED?

Regular and temporary faculty and staff.

PROCEDURE

Work schedules establish standards which accommodate both the business needs of UTHSC and, as feasible, employee requests. Alternate work schedules, such as telecommuting, may be developed and approved by administration in collaboration with the Office of Human Resources. Telecommuting is defined as a work arrangement approved in advance in which an employee works at least part of their work hours off-campus from an alternative location.

- If a position has been designated as eligible for a hybrid or remote work schedule, the employee and supervisor must complete a telecommute work form.
- Upon completion of the telecommute work form the position's supervisor should obtain the signature of Dean/Vice Chancellor or designee and submit to Human Resources for review and approval.

These guidelines are designed to provide the structure needed for effective implementation and operation of telecommuting arrangements. UTHSC administrators and employees are responsible for ensuring compliance within the provisions of these guidelines.

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The telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.