

When the need presents itself, North Dakota State University may allow flexibility in a location where work is performed by staff and faculty positions. Telecommuting is sometimes necessary to meet university goals, meet customer needs, and balance personal and professional responsibilities. The decision to allow Telecommuting is at the discretion of the supervisor (after thoroughly considering the needs of the job, work group, department and the employee's past and present performance) and the approval from the respective division's vice president and/or the Provost.

Definition: Telecommuting is an employee who is located on a NDSU worksite but works at an alternate worksite on a regular basis on specified days/times. This does not apply to occasional work from non-NDSU property.

Place of Employment is the physical location where an employee actually performs the work. Per IRS regulations, the employee's income will be reported to the state where the employee is located while performing the majority of the work. *If this employee is located outside of the state of North Dakota, please complete the Remote Worksite Request form.*

Work Guidelines/Considerations:

- Operational needs, staffing patterns, space considerations, and health and safety issues may preclude granting a request for telecommuting.
- The employee must be willing and able to forego off-site location and work at the primary work site as requested by the supervisor/department head for operational needs.
- The work should involve clearly defined tasks and well understood outcomes. The employee shall check in with the supervisor/department head by phone or e-mail at the beginning and ending of each telecommuting work day and shall notify the supervisor/department head when leaving the worksite during regular working hours.
- Positions that require physical presence or constant interaction with clients and co-workers to perform effectively are not suitable for telecommuting.
- The employee shall be available to travel when his or her work requires, including to the primary worksite when necessary, regardless of the telecommuting schedule.
- Off-site location by the employee should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the work flow.

Steps:

1. Supervisor and Employee consult to discuss if this is a viable option for the work and department.
2. Supervisor and Employee complete the NDSU Telecommuting Request form.
3. The Request form is forwarded for approval of Chair/Dean/Director, review by the Office of HR and Payroll and University Police & Safety and approval of Vice President or Provost.
4. If approved, the Telecommuting/Remote Worksite Agreement needs to be completed and signed (original goes into the employee's official personnel file and copy to University Police & Safety.)
5. Offices of HR and Payroll and University Police & Safety will let the supervisor know of any questions, concerns and laws that need to be addressed.

As part of the request to telecommute, I provide the following information:

Employee's Name _____

Employee Name: _____ Empl ID: _____

Title: _____

Supervisor Name: _____

Department: _____ Dept #: _____

Telecommuting Location*:

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Proposed Start Date: _____ End/Review Date: _____

Will be reviewed annually.

Describe the Business Purpose for Telecommuting Arrangement:

***Per IRS regulations, employee's income will be reported to the state the employee is located in while doing the majority of the work. Please contact the HR/Payroll office at 701-231-8961 or ndsuh@ndsuh.edu for the appropriate forms and information.**

Employee Print Name/Email/Phone

Employee Signature

Date

Supervisor Print Name/Email/Phone

Supervisor Signature

Date

Approve Deny

Dean/Director Comments:

Dean/Director Print Name

Dean/Director Signature

Date

HR/Payroll Comments:

HR/Payroll Review Print Name

HR/Payroll Review Signature

Date

University Police & Safety Comments:

University Police & Safety Print Name

University Police & Safety Signature

Date

VP Finance & Administration Comments:

VP Finance & Administration Print Name

VP Finance & Administration Signature

Date

Approve Deny

Provost and/or Appropriate Vice President Comments:

Provost and/or Appropriate Vice President Print Name

Provost and/or Appropriate Vice President Signature

Date

Return to the Office of HR and Payroll