INDIANA UNIVERSITY OF PENNSYLVANIA
POLICY STATEMENT

Subject: Telecommuting Policy for Non-represented and Staff Employees

Date: 8-13-21

Distribution Code: A

Reference Number:

Revision Date:

Addition
Deletion
New Item __x_

Originating Office: Office of Human Resources

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: _____ Dale: 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

Date: 8-13-21

DISTRIBUTION:

Distribution Code	Description
A	All Employees
B	All Budget Coordinators
C	All Non•Instrnctional Employees
D	All Deans and Ocparuncnt Clmirpersons
E	All Managers
F	All Faculty
G	Sc11ior Administrators
H	President's Cabinet
I	Vice Presidents