

# Telework

## Employees – Human Resources

### CWU Policy 301-22

**Effective:** April 14, 2021

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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- (1) This policy applies to exempt and non-represented classified employees. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall apply to represented classified employees.
- (2) CWU intends to remain an “on premises” based institution, this policy provides the opportunity for exceptions to this preference. Central Washington University recognizes telework as a work option that may meet a variety of interests including, but not limited to:
  - A. Maintaining an organizational culture that supports employee flexibility and mobility;
  - B. Promoting a positive work/life integration;
  - C. Enhancing employee productivity and satisfaction;
  - D. Reducing our impact on the environment and supporting the [Washington State Commute Trip Reduction](#) law; and
  - E. Addressing space restrictions.
- (3) A position’s suitability for telework is based on operational needs and the duties and responsibilities of the position as defined in the position description. It is the responsibility of the appointing authority to designate positions as telework eligible or telework ineligible. Positions which can be

designated telework eligible are those where all, or a significant portion of the duties of a position, can be accomplished through telework.

- (4) Appointing authorities have discretion to decide whether an employee in a telework eligible position is a candidate for telework. When evaluating a telework request, appointing authorities should take into account specific position requirements, impact on a team, employee performance, and whether the employee can effectively perform the job duties of the position while teleworking.
- A. A telework arrangement will be established through voluntary agreement between the appointing authority, supervisor, and an employee or may be required by CWU due to the nature of the position. There are two types of telework arrangements for employees in telework eligible positions:
1. Occasional telework: Occasional telework arrangements are approved on a case-by-case basis, are infrequent, and not regularly scheduled. Occasional telework can allow employees to, continue to perform work during workplace disruptions (included suspended operations), or provide uninterrupted time for project work. Occasional telework is not appropriate as a substitute for sick time off and should not be used when the employee's own or a family member's illness or injury interferes with the employee's ability to perform their work.
  2. Regular telework arrangements (including remote work arrangements) are for ongoing telework and must be supported by a documented telework agreement that specifies the requirements and details of the arrangement. The arrangement can last for a defined period or can continue indefinitely with regular review. Occasional telework becomes regular telework once it becomes regularly occurring as defined by the appointing authority. Appointing authorities are responsible for considering telework proposals objectively and fairly, but are not obligated to approve.
- B. An employee participating in a voluntary agreement may request that the agreement end by providing notice consistent with the terms of the agreement.
- C. Unless required by the nature of the position, the ability to telework is a privilege and not a right and is not subject to grievance procedures. The telework agreement may be terminated by the appointing authority at any time. The time frame will be determined by mutual agreement between employee and appointing authority, ranging from seven to thirty days. A telework agreement may be terminated immediately for alleged misconduct or an emergency.
- D. All incremental costs for telework, whether occasional or regular, are the responsibility of the employment department. This includes, but is not limited to, equipment, taxes for out-of-state or out-of-country employees, travel to/from official station and/or residence, etc.
- E. Employee requests to telework as a disability accommodation are handled through the accommodation process. Employees should discuss concerns about accommodation-related telework requests with Human Resources.

## **History:**

*PAC: 08/08; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 04/17/2013; 04/14/2021; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-250, June 2025*