

TELECOMMUTING STANDARD OPERATING PROCEDURE

Telecommuting Agreement Routing Form

IIP team member initial box to the left before routing.

Supervisor and employee confer with Unit Head/Director and with Illinois International Business Operations (IBOPS) (IBOPS) to confirm eligibility. If eligible, Supervisor and employee draft and sign Telecommuting Agreement (TA) – Route to Tech Support.

Tech Support reviews agreement to make sure UIUC information technology protocol is being met. If employee is using his or her own equipment, Tech Support may need to inspect equipment. If employee is using UIUC Equipment, a signed Equipment Loan Form must be on file. Revisions are made if necessary, Tech Support signs and routes to IBOPS.

IBOPS maintains a tracking document including Employee Name, Supervisor Name and Telecommuting Period of Performance dates.

IBOPS reviews agreement to ensure UIUC Human Resource standards are included in agreement. Revisions are made if necessary, IBOPS signs and routes to Executive Director for final review.

Executive Director reviews and signs TA and issues approval memo to employee with a copy of TA - Routes fully executed TA to IBOPS.

IBOPS maintains fully executed agreement in employee's personnel file.

Sample Memo for Executive Director use only

TO:

FROM: Julie Misa, Executive Director

DATE:

RE:

Congratulations, your Telecommuting Agreement has been approved! This agreement allows you to work at the location specified in the agreement for a period not to exceed twelve (12) months. This agreement does not change the terms and conditions of employment with the University of Illinois, and may at any time be changed or terminated.

As this agreement nears expiration, it is your responsibility to discuss a renewal with your direct supervisor.

We are pleased to be able to offer this alternative work arrangement to you.

Attachment

Cc: Supervisor
Unit Head/Director
Personnel File