Academic Affairs Teleworker Expectations

1. The telework schedule will remain consistent from the start date until the end date indicated.
   Holidays and obligatory on campus meetings are not grounds for adjusting telecommuting days.

2. The employee must attend in-person or on-campus meetings as scheduled, including those that may fall on a day on which the employee would ordinarily telecommute. Employees will normally be provided 48 hours' notice of return to campus for required on-campus meetings.

3. Employees must keep their cameras on during telemeetings.

4. Employees must maintain daily communication during the workdays and hours specified in their Telecommuting Agreement.

5. Employees must be working and responsive via email and Microsoft teams during their regular working hours. This includes regularly checking and responding to office voicemails.