

**University of Massachusetts
President's Office
TELECOMMUTER AGREEMENT**

UITS Addendum A

UITS must have adequate resources to support University projects and the daily production needs of the campuses. For this reason, UITS must invoke additional requirements to have sufficient staff onsite to support its needs.

- Telecommuters will be approved for one day/week of telecommuting. Managers have the discretion to approve an additional day to allow for hardship circumstances.
- Managers must ensure a minimum of 80% of their staff are scheduled to be onsite every day. If a department is extremely small, then the manager will maintain staffing according to department workload requirements.
- Telecommuters will adhere to agreed upon schedules. Participants can telecommute only on the approved 1 (or 2) day(s) each week; telecommuting days can not be changed on an ad hoc basis. To clarify, 1) if a scheduled day off (vacation, personal, holiday, comp) or unscheduled day off (sick, mandatory meeting, etc.) falls on a telecommuting day, another day of telecommuting may **not** be substituted. 2) For each scheduled day off (vacation, personal, holiday, comp) taken on a non-telecommuting day, the telecommuter forfeits a telecommuting day that week.
- The Telecommuting Agreement shall not become effective for UITS until this accompanying 'UITS Addendum A' has been signed by the employee, his/her supervisor and the Deputy CIO and shall remain in effect no longer than one year.

Employee Initials

Date

Manager Initials

Date

Associate VP COO/CTO

Date