

University of Wisconsin – Milwaukee

## INTERIM TELECOMMUTING POLICY

No: SAAP 7-16

Based on UW System Administrative Policy 1228

Telecommuting (Remote Work)

Updated: August 27, 2024

The [University of Wisconsin System Administrative Policy 1228 “Telecommuting \(Remote Work\)” \(SYS 1228\)](#) effective August 1, 2024, provides a framework for the creation of telecommuting (remote work) agreements authorizing employees to work at alternate work locations. The Policy applies to University of Wisconsin-Milwaukee (UWM) and its employees. Pursuant to SYS 1228, UWM and other institutions governed by the policy may develop their own policies, procedures, and/or guidance, using this System policy as minimum level of restriction. Accordingly, informed by SYS1228, UWM’s policy includes the following local refinements and elaborations:

- **The UWM policy applies to all employees who work remotely and employees who supervise remote employees.** Faculty and Instructional Academic Staff who are assigned a remote work site, work out-of-state, work internationally, or who work remotely and do not have access to a workspace or office at UWM are required to complete a telecommuting agreement form.
- The terms “telecommuting,” “remote work,” and “telework” are interchangeable and all refer to the concept of remote work under the new policy.
- New terminology in SYS 1228 refers to “Headquarters Location.” In the UWM policy, this is the “UWM work location.” This is assigned at the time of hire or upon entering into a remote work agreement.

“Intermittent Telecommuting” has been replaced by the term “Workplace Flexibility” per SYS 1228. Workplace flexibility, where work is performed remotely on a sporadic, infrequent basis, does not require a telecommuting agreement. Where remote work exceeds 30 consecutive business days, a telecommuting agreement must be completed.

- Telecommuting arrangements are permitted when approved by the employee and their immediate supervisor with notice of the agreement provided to the appropriate **Vice Chancellor/Division Head or Dean/designee**, in the case of schools and colleges.