



**BOISE STATE UNIVERSITY**

University Policy 7600

## Telecommuting

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### **Effective Date**

August 26, 2020

### **Last Revision Date**

August 21, 2025

### **Responsible Party**

Human Resources and Workforce Strategy, (208) 426-1616

### **Scope and Audience**

This policy applies to any request for a Classified or Professional staff member to telecommute and to Faculty requests to telecommute 100% remotely, whether in or outside the State of Idaho.

### **Additional Authority**

- University Policy 7630 (Recruitment and Hiring)
  - University Policy 8060 (Information Privacy and Data Security)
  - University Policy 8130 (Remote Access)
  - University Policy 5120 (Export Control and Controlled Data)
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## **1. Policy Purpose**

To provide guidelines for requesting, approving, and maintaining a successful Telecommuting Arrangement.

## 2. Policy Statement

Boise State University supports Telecommuting Arrangements when it is reasonable to do so based on the University's mission, operational, and program needs. Telecommuting is not an entitlement, it is not a University-wide benefit, nor does it change the employee's terms and conditions of employment with the University. Pursuant to Idaho Division of Human Resources Executive Branch Statewide Policy Section 7: Telecommuting, no more than twenty percent (20%) of classified staff can be in remote status on any given work day.

## 3. Definitions

### 3.1 Alternate Work Location

An approved worksite other than a University Work Location, including an employee's residence, that is generally approved through the Telecommuting Arrangement. For a Telecommuting Arrangement that is 100% remote, the place of work will be entirely at an Alternate Work Location and will be considered the employee's "Official Station" for travel covered under University Policy 6180 (Travel). An employee's normal Alternate Work Location should be a private space to conduct university business with minimal distractions. Public spaces such as coffee shops, libraries, etc., should not be an established Alternate Work Location.

### 3.2 University Work Location

For purposes of this policy, a University-provided work location on University-owned or -controlled property. For Telecommuting Arrangements where an employee works a portion of a week from an Alternate Work Location, the University Work Location is considered the employee's "Official Station" for travel covered under University Policy 6180 (Travel). . .

### 3.3 Final Candidate

An applicant who is being offered employment, promotion, or internal transfer contingent upon successful completion of a Background Verification - See University Policy 7630 (Recruitment and Hiring).

### 3.4 Telecommuting Arrangement

A work arrangement where the employee works all or a portion of a week from an Alternate Work Location, provided the employee agrees to abide by the University's telecommuting expectations. For purposes of this policy, "remote work" is a Telecommuting Arrangement in which an employee will perform their official position duties entirely at an Alternate Work Location.

#### 4. General Telecommuting Terms

- a. Generally, University employees are expected to work within the state of Idaho unless a business need exists for the employee to perform their position duties outside the state of Idaho, or the specialized knowledge necessary for the role is difficult to recruit for within the state of Idaho.
- b. Telecommuting from outside the U.S. is generally prohibited. Faculty requests for remote work outside of the U.S. to support their research or other academic responsibilities require review and approval by the department chair and dean.
- c. For an employee working under a University-sponsored visa, the VP/Dean, or designee, and the department chair/supervisor must consult with the Center for Global Engagement before granting approval for a Telecommuting Arrangement to ensure compliance with visa regulations and institutional policies.
- d. Any employee approved for a Telecommuting Arrangement must comply with and is subject to all University and Idaho State Board of Education policies and procedures and all applicable State laws and administrative rules. Violation of such laws, rules, policies, or procedures may result in the discontinuation of the Telecommuting Arrangement and/or disciplinary action up to and including dismissal from employment.
- e. An employee's classification, compensation, benefits, work status, essential job functions, and amount of time an employee is expected to work per day or pay period will not change as a result of an approved Telecommuting Arrangement. If an employee is unable to work a full work day while telecommuting, the employee must report and receive supervisor approval for any leave time, such as annual/vacation leave, sick leave, compensatory time, etc., as required under University Policy 7620 (Time Away from Work).
- f. An overtime-eligible (hourly) employee's work schedule must comply with the Fair Labor Standards Act and any applicable State laws, administrative rules, and University or Idaho State Board of Education policies and procedures. An employee is required to follow their supervisor's procedures for requesting approval for overtime and compensatory time.

#### 5. Eligibility for Professional and Classified Staff

- a. The employee must be able to successfully complete their position duties from their Alternate Work Location. A supervisor can consider whether minor, non-essential duties can be reassigned to others in the office to accommodate the employee's work from an Alternate

Work Location. However, reassignment of duties should not increase the burden on others within the employee's work unit.

- b. The employee must have a history of successful performance in their position (see section 6.2 for offers of employment) and a positive rating on their last performance evaluation. New employees can be eligible for a Telecommuting Arrangement, but the arrangement should be informally reviewed every 90 days to ensure its success for both the employee and the work unit. An employee who has received corrective or disciplinary action in the past six (6) months is not eligible to enter into a new Telecommuting Arrangement.
- c. The employee must have an appropriate space to use as an Alternative Work Location. Public spaces such as coffee shops, work share locations, libraries, etc. cannot be an employee's normal Alternate Work Location. Alternate Work Locations should be private, free of distractions, and appropriately furnished (e.g., desk, office chair, etc.), and have internet access.
- d. The employee must be available during normal business hours or as directed by their supervisor. Frequently missing deadlines, scheduled meetings, or being difficult to contact or communicate with during normal business hours due to distractions at their work location may result in termination of the Telecommuting Arrangement.
- e. Generally, no work shall be performed for another employer during the employee's scheduled work hours unless approved by the supervisor, and the additional outside employment is in compliance with University Policy 1110 (Conflict of Interest and Conflict of Commitment) and the employee uses approved flex time or accrued vacation or compensatory time. Engaging in outside employment without obtaining prior approval, or in a manner that violates university policy, may result in disciplinary action, up to and including termination of employment.

## 6. Request and Approval Process

- a. An employee should initiate the telecommuting request process by first discussing their request with their direct supervisor/department chair.
- b. The direct supervisor/department chair should consider the employee's request and assess whether the position is appropriate for a Telecommuting Arrangement. Supervisors of classified and professional staff should also ensure that the employee meets the eligibility criteria under Section 5—Classified and Professional Staff Eligibility.

- c. The supervisor/department chair should also consider additional factors such as potential impact on students or customer service, the operational needs of the department/unit, the employee's performance history, any existing flexible work arrangements, seniority, and other relevant considerations. These factors should be weighed carefully, especially when all other conditions are equal. Some positions, including but not limited to FLSA non-exempt (i.e., hourly) roles, may be ineligible for telecommuting due to the position's specific requirements or the academic, business, or operational needs of the department/unit.
  - d. The supervisor/department chair should communicate their assessment to the employee.
  - e. If the supervisor/department chair approves of the Telecommuting Arrangement, the employee should complete the [Telecommuting Arrangement Form](#) to formally document the agreed-upon telecommuting work arrangement. The employee must review and agree to all Boise State University telecommuting standards and expectations in the Telecommuting Agreement Form.
  - f. The supervisor and the Vice President/Dean or designee must approve or deny the Telecommuting Arrangement Form. Upon Vice President/Dean or designee approval, the Telecommuting Arrangement request will be sent to Human Resources and Workforce Strategy for review and final approval. A Telecommuting Arrangement is not finalized until Human Resources and Workforce Strategy completes its review and approval.
- Human Resource and Workforce Strategy is responsible for ensuring that no more than twenty percent (20%) of the university's classified workforce is scheduled to be telecommuting on any given work day. Employees who qualify for a "rural exemption" do not apply towards the 20% cap. Rural exempted employees are those who: 1.) Are eligible and approved for telecommuting; 2.) Permanently reside at least fifty (50) or more miles away from the campus.
  - As appropriate, Human Resources and Workforce Strategy will refer Telecommuting Arrangements to Export Controls and Controlled Data in the Office of Research Compliance and/or the Chief Information Security Officer.
  - Requests to telecommute outside the state of Idaho must be approved by the Chief Human Resources Officer or their designee. Telecommuting from outside the state of Idaho can create legal uncertainty because Idaho law may not govern work performed in another state. Human Resources and Workforce Strategy will further discuss with the employee how tax withholdings will be managed for any individual working outside the state of Idaho.

## 6.1 Offers of Employment

- a. Supervisors should consult with Human Resources and Workforce Strategy before making an offer of employment that includes a Telecommuting Arrangement, either within or outside the state of Idaho (see University Policy 7630—Recruitment and Hiring).
- b. Offers of employment that include requests to telecommute outside the state of Idaho must be approved by the Chief Human Resources Officer or their designee. Telecommuting from outside the state of Idaho can create legal uncertainty because Idaho law may not govern work performed in another state.

## **7. Americans with Disabilities Act (ADA) Reasonable Accommodation**

Any requests to telecommute as a reasonable accommodation under the ADA must be reviewed and approved by Human Resources and Workforce Strategy (see University Policy 7570 - Accommodating Disabilities in the Work Environment). The Telecommuting Arrangement Form should be completed once it has been determined through the interactive process that telecommuting is a reasonable accommodation.

## **8. Alternate Work Location Safety**

The employee, position, Alternate Work Location, and other conditions must be deemed suitable by the supervisor based on the Telecommuting Arrangement before telecommuting is permitted.

## **9. Commute Time and Paid Travel**

- a. If an employee's Telecommuting Arrangement is "hybrid" or a portion of a week, the employee may not be paid for time or mileage between their Alternate Work location and the University Work Location if it is less than 100 miles one-way. For employees in remote locations over 100 miles one-way, the supervisor should, at the outset of the Telecommuting Arrangement, determine whether travel between the Alternate Work Location and a University worksite is allowed.
- b. If an employee's Telecommuting Arrangement is 100% remote, and their approved Alternate Work Location or "Official Station" is within the state of Idaho, the employee may not be paid for time or mileage between their Alternate Work location and the University if it is less than 100 miles one-way. For employees in remote locations over 100 miles one-way, the supervisor should, at the outset of the Telecommuting Arrangement, determine whether travel between the Alternate Work Location and a University worksite is allowed.

- c. If an employee's Telecommuting Arrangement is 100% remote, and their approved Alternate Work Location or "Official Station" is outside the state of Idaho, the supervisor should, at the outset of the Telecommuting Arrangement, determine whether travel between the Alternate Work Location and a University worksite will be reimbursed. Supervisors should consider departmental budget impact, average cost of travel between the Alternate Work Location and a University worksite, relevant laws in the state where the work will be performed, and the specific circumstances behind the request for an out-of-state Alternate Work Location. In most cases, employees who requested an Alternate Work Location outside the state of Idaho due to personal convenience, preference, or circumstances will not have travel between their Alternate Work Location and a University worksite reimbursed. Reimbursable travel will be approved and funded in accordance with University Policy 6180 (Travel). Departments should consider this cost when determining if a position is appropriate for remote work.

## 10. Workplace Environment

An employee under a Telecommuting Arrangement must work with their supervisor to define and ensure a workplace environment with minimal distractions and availability for communication and contact, including communication and contact with the employee's supervisor, similar to when the employee is working at a University Work Location. The environment should meet all University standards for employee safety and confidentiality/protection of information. Supervisors and Telecommuting employees are responsible for an integrated office culture, team connectivity, and employee engagement.

## 11. Information Technology Security, Equipment, and Other Costs

- a. The primary purpose of University IT Resources is to conduct official University business. Any use of University-owned IT equipment must be in accordance with University Policy 8000 (Information Technology Resource Use).
- b. Employees must use University-owned computers. A Telecommuting Arrangement may permit an employee to use their own peripherals (e.g., printers, monitors, etc.). Employees are responsible for ensuring that all University-owned equipment, data, or University-specific information is maintained in a secure manner, is backed up or stored appropriately, generally on a University-owned or -controlled server, and that there are no risks of loss or uncontrolled information. This includes electronic records as well as hard copy documentation. Employees should refer to the [minimum security standards for systems on the OIT website](#) and University Policy 8060 (Information Privacy and Data Security).

- c. The University will review employee computer system capabilities (and related devices) to ensure they meet information security standards. The employee is responsible for ensuring sufficient internet access to conduct University business, including related equipment and all associated costs (See University Policy 8130 - Remote Access).
- d. The University is not responsible for operating costs, home maintenance, rental fees, or any other incidental costs (e.g., utilities, internet access) associated with the use of an employee's residence for Telecommuting, unless otherwise entitled to under the benefits of the state labor and employment laws where the employee works.
- e. The University will generally not duplicate technology, equipment, and supplies between the University Work Location and the Alternate Work Location; however, the supervisor may approve reasonable requests to use University equipment and materials at an employee's residence needed by the employee to effectively perform their duties. The employee is responsible for protecting University-owned equipment from theft, damage, and unauthorized use. For a fully remote employee for whom there is no need for a standard office set-up (e.g., desk, chair, bookshelf, etc.) at a university work site, a department/unit, at its discretion, can provide the fully remote employee with a lump sum stipend of up to \$800.
- f. Requests for technology, equipment, and supplies due to an employee's disability-related limitation should be referred to Human Resources and Workforce Strategy (see University Policy 7570 - Accommodating Disabilities in the Work Environment).
- g. The University will maintain, service, and repair University-owned equipment used in the normal course of employment. The University will stipulate in the Telecommuting Arrangement who is responsible for transporting and installing equipment and returning it to the university for repairs or service.
- h. The University is not responsible for the cost, repair, or service of an employee's personal equipment.

## 12. Liability and Workers' Compensation Insurance

- a. Employees working anywhere in the United States or U.S. territories are covered for Liability and Workers' Compensation insurance while working in the course and scope of employment for the university.
- b. Employees should conduct work from the Alternate Work Location or the off-campus assigned central Work Location in a safe environment. Any incidents, accidents, or

workplace injuries while working from the Alternative Work Location must be immediately reported to [Risk Management and Insurance](#).

- c. Employees working under a Telecommuting Arrangement are strongly encouraged to carry homeowner's or renter's insurance for protection against third-party liability injury claims when working at an Alternate Work Location.
- d. Employees should not conduct in-person business meetings or have in-person business visitors in their homes.

### **13. Resident Taxing for State Outside of Idaho**

The University will review, but has no legal obligation to withhold or remit income tax of another state. If an employee is approved to telecommute outside the state of Idaho, it is the employee's responsibility to ensure they are in compliance with any out-of-state tax requirements.

### **14. Discontinuing a Telecommuting Arrangement**

- a. A supervisor, in consultation with Human Resources and Workforce Strategy, may discontinue a Telecommuting Arrangement at any time based on, but not limited to, declining performance, violation of this policy and/or the Telecommuting Arrangement, violation of any other University policy, or for business needs. Every effort will be made, when practical, to provide reasonable written notice to the employee when discontinuing the Telecommuting Arrangement.
- b. An employee may request to review the Telecommuting Arrangement with their supervisor. The employee may also terminate the Telecommuting Arrangement at any time, unless it is a condition of employment. Any termination is typically made with at least two (2) weeks' advance notice.

### **15. Enforcement, Complaints, Grievance, or Appeals**

An employee who disagrees with the denial of a request for a Telecommuting Arrangement, or any other action related to this policy, is encouraged to discuss the concern with their direct supervisor. If the discussion with the supervisor does not resolve the issue, an employee may appeal the matter to Human Resources and Workforce Strategy or utilize the Problem-Solving Procedure under University Policy 7560 (Problem-Solving Procedure for Classified and Professional staff) or the faculty grievance procedure under University Policy 4480 (Faculty Grievance Procedure).

## 16. Return of University Property

- a. Upon discontinuation of a Telecommuting Arrangement, the employee must promptly return all equipment, software, supplies, and any other University property in the employee's possession or control to the department. An employee may not keep or dispose of any equipment (see University Policy 6270 - Control of University Equipment and Materials).
- b. The department is responsible for tracking all University-owned equipment and ensuring its return to the university when the equipment is either obsolete or when the employee has separated from the university. All equipment must be reused or disposed of following the procedures under University Policy 6270 (Control of University Equipment and Materials).

## 17. Costs, Damages, or Lost Property

The University will not be held responsible for costs, damages, or losses associated with the termination of the Telecommuting Arrangement or due to separation from University employment.

## 18. Recordkeeping

Human Resource and Workforce Strategy is responsible for maintaining a roster of all employees currently working under a Telecommuting Arrangement, including which days they are working remotely and from which location the remote work is performed. Human Resources and Workforce Strategy will report this data to the Idaho Division of Human Resources, as requested.

## 19. Forms

Telecommuting Arrangement Request Agreement

<https://www.boisestate.edu/hrs/telecommute-form/> [Include a new link to the SmartSheet]

## 20. Related Information

Minimum Security Standards for Systems

<https://www.boisestate.edu/oit/itgrc/information-technology-guidelines/data-use-guidelines/>

Office of Information Technology - Working Remotely

<https://www.boisestate.edu/oit/workingremotely/>

Risk Management and Insurance

<https://www.boisestate.edu/rmi/>

University Policy 1110 (Conflict of Interest and Commitment)

University Policy 6270 (Control of University Equipment and Materials)

University Policy 7570 (Accommodating Disabilities in the Work Environment)

University Policy 8130 (Remote Access)

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## **Revision History**

September 23, 2021; March 22, 2023; August 21, 2025