

OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

## POLICY

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Fully Remote Telework: An arrangement for an employee to perform their regular work from a location that is not owned or maintained by the University, where the employee rarely, if ever, works onsite.

Hybrid Telework: An arrangement for an employee to consistently perform their regular work both in-person and from a location that is not owned or maintained by the University (e.g., teleworking two days a week and working in-person three days a week).

In-Person: Is when an employee performs th

- x Teleworking employees must meet the same requirements as in-person employees in terms of hours worked and time reporting. Hours worked in excess of those scheduled per day and per workweek (overtime) require the supervisor's written approval.
  
- x

# Forms