

Telework Position Eligibility Matrix

Telework Category	Description	Notes	Position Telework Eligible?
AD	Administrative/Direct Service: Face-to-face contact and direct service positions. Office, campus, or facility based position who reports to and works from a defined campus or central workspace. Employee in position may occasionally travel off- site for work activities, meetings, or conferences when approved by management, but spends a clear majority of their time working at a physical campus location or worksite(s). Requires daily access to sensitive material or special equipment which cannot be removed from the regular worksite.	<ul style="list-style-type: none"> When employee is traveling for approved meetings or conferences may call-in or perform work remotely without a formal telework agreement 	No
M	Mobile Worker: Employee works a clear majority of their planned schedule in a mobile mode away from campus and in different locations. Employee may be required to report to campus to attend meetings, record time, or receive assignments. May include limited work from the employee's home and the employee may occasionally travel away from the normal work area(s) for meetings or conferences when approved by management.	<ul style="list-style-type: none"> Mobile workers generally do not have dedicated office space at any physical campus location – these are traditional “field” type roles Expectations related to mobile work, required resources/equipment, and performance expectations should be noted in job descriptions and postings Employee may perform work remotely without a formal telework agreement 	No
F	Full-Time Teleworker: Employee has an active telework agreement on file and teleworks all or a clear majority of their planned schedule from a defined and agreed upon alternate worksite(s). Employee typically will not have permanently assigned office space at any campus location. Employee may occasionally travel for work activities, meetings, or conferences when approved by management, but is expected to spend a clear majority of their time teleworking at the agreed upon alternate worksite(s). Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.	Telework Agreement Required <ul style="list-style-type: none"> Full-Time Telework should be noted as a position requirement in job descriptions and postings When employee is traveling for approved meetings or conferences may call-in or perform work remotely from the meeting or conference site 	Yes
H	Hybrid Teleworker: Employee has an active telework agreement on file and consistently teleworks a minimum of 32 hours or more per month (but less than full-time). Typically teleworks from defined alternate worksite(s) one to two days a week on a consistent and regular basis. Employee has an assigned or shared workspace on campus and functions as an Office/Facility Worker when not teleworking. With management approval, may sometimes travel to other campuses for meetings or other work - or occasionally to external sites for reasonable and necessary conferences or meetings. Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.	Telework Agreement Required <ul style="list-style-type: none"> May note Hybrid Telework as a position option in job descriptions and describe available telework parameters in job postings Document the telework pattern/schedule and approved telework job duties in the Telework Agreement When employee is traveling for approved meetings or conferences may call-in or perform work remotely from the meeting or conference site 	Yes
O	Occasional Teleworker: Employee teleworks consistently less than 32 hours a month on a limited, sporadic, or task driven basis in response to a specific department need(s). Needs could include, but are not limited to special projects, continuity of operations, emergency closings, and crisis management situations. Employee has an assigned or shared workspace within a department and functions as an Office/Facility Worker when not teleworking. Employee may occasionally travel off-site for work activities, meetings, or conferences when approved by management. Employee may be required to telework in support of continuity of operations during emergency closings and crisis management situations.	Telework Agreement Required <ul style="list-style-type: none"> When employee is traveling for approved meetings or conferences may call-in or perform work remotely from the meeting or conference site Document in telework agreement the expectations, notifications, and approvals that must be given or completed prior to a telework assignment in the Telework Agreement 	Yes