



UNIVERSITY OF MARYLAND

UNIVERSITY HUMAN RESOURCES

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MEMORANDUM

September 16, 2016

To: Jordan Goodman, Senate Chair
From: Jewel M. Washington, Assistant Vice President, Human Resources
Subject: Proposed Staff Telework Guidelines

A handwritten signature in black ink, appearing to read "Jewel M. Washington", written over the "From:" line of the memorandum.

Please thank the University Senate Staff Affairs Committee for their work in developing proposed guidelines addressing teleworking for exempt employees in suitable positions. After a preliminary review of the various documents implemented by the State of Maryland governing telework, UHR believes that these documents in conjunction with the guidelines proposed by the Staff Affairs Committee may provide a model framework for implementing a more robust telework program on campus.

However, UHR would appreciate an opportunity to further review the implications of the proposed guidelines as they affect legal, risk management and other personnel practice issues. For example, it may not always be feasible for individual units to designate positions as appropriate for telework, as the University may be subject to federal and state security requirements and laws affecting obligations pertaining to confidential University data. More importantly, UHR needs an opportunity to review how the proposed guidelines intersect with the recent amendments to the Fair Labor Standards Act, enacted after the work of the Staff Affairs Committee. The impact of the changes to the FLSA on staff is expected to be known on or about December 1, 2016. As a result, UHR expects to be able to report back to the University Senate on this matter in the Spring of 2017 after the FLSA changes have been fully realized.

Thank you again for the Senate's hard work on this issue. We look forward to continuing to work to implement a telework program on campus in accordance with the University Senate's recommended guidelines and federal and state law.

cc: Staff Affairs Committee