



Office of Human Resources Management

TELEWORK FRIDAY GUIDANCE

May 23, 2025 – August 8, 2025

1. A telework day is an official workday; the University is open for business in a remote manner. The University is not closed, only the physical office locations for remote workers are vacant. Normal business hours for all departments participating in telework work must be in force in the same manner as if you are physically working on campus. This may look a little different for some divisions, departments, and offices due to the multiple individuals within the department in various positions, and whether the duties may be performed off campus at an alternative site, or specifically on campus.
2. The operating hours for the University are 8:00 a.m. – 5:00 p.m. On a telework day, unless the employee is on paid leave, there is an expectation that the employee will conduct business in the usual manner whether teleworking or physically on the campus.
3. While planning for Telework Fridays, supervisors should consider specific position requirements, any impact on the team, employee performance concerns, and whether the employee can effectively perform the job duties of the position while teleworking.
4. Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to clients/customers, and other performance criteria are the same for teleworking and non-teleworking employees. Departments should apply the same performance standards to employees regardless of work location.
5. In order to telework, employees must have internet access and equipment per the UMES Telework Agreement and Policy. If an employee cannot successfully telework, that employee may come to campus to physically occupy a building that is already open and has other individuals in the same building to conserve energy and again, to allow the employee to work successfully.
6. Employees may elect to utilize paid leave on Telework Fridays in accordance with approval by the Vice-President, Dean, Chair, Director, or Supervisor of the division, department, or office. In most cases, use of paid leave will not be unreasonably denied. Departmental needs at certain times may have a bearing on leave approvals.

www.umes.edu/hr

30665 Student Services Center Lane – Bird Hall – Suite 1109
Princess Anne, Maryland 21853
Tel: (410) 651-6400 Fax: (410) 651-6500

7. If an employee has requested any type of paid/unpaid leave on a designated telework day this summer, the employee cannot select to telework on another day. Supervisors are responsible for monitoring the department or office for compliance.
8. Supervisors are responsible for meeting with the employees that are teleworking in the division, department, or office to make sure that the duties being completed remotely have measurable outcomes.
9. Everyone should refer to the UMES Teleworking Policy for guidance.
10. If more than one employee is working remotely, please treat telework as a team activity rather than an individual one. Develop a team schedule and a teleworking system that is consistent with the needs of your department or office so that duties are not overlapping.
11. Supervisors and employees should check in as needed using collaboration tools, shared docs/spreadsheets, phone calls, chat, and video platforms (as applicable) for communication.
12. All employees are expected to acknowledge emails and reply within a reasonable timeframe (during that particular day) if you are scheduled to work/telework. (The exception to this is if you are on paid leave).
13. All employees are expected to use the university technology for telephone calls and to answer and respond to phone calls. (The exception to this is if you are on paid leave).
14. Preferred communication methods for the department and various situations must be established to keep the department/office abreast of daily operations. Some have been mentioned within this document; the main intent is that there is no loss of responsiveness and service for stakeholders.
15. Given that many departments hire students during the summer, supervisors of the students must make sure that students are supervised. The supervisor should not be teleworking and the student physically working on campus with no supervision.
16. Faculty and Staff performing research and laboratory duties may continue those duties at the designated facility.
17. A teleworking employee's conditions of employment are the same as those of non-teleworking employees, including compliance with all policies and rules of the University and state while teleworking.
18. Requirements for in-person attendance can override regular telework work schedules due to the needs of the department. Managers should discuss such instances with the employee.