



Darla Moore School of Business

Moore School Telecommuting Approval Memo

Updated 10/13/21

We are happy to inform you that we received notification from UofSC Employee Relations that, based on the information provided, you may begin telecommuting with the schedule provided in your application forms. We appreciate your patience while we waited for this official notification from UofSC. The Moore School was the first college/school on campus to submit individual plans for telecommuting, and Employee Relations needed time to establish their procedures for reviewing our forms and reporting compliance to satisfy State HR.

UofSC Employee Relations is emphasizing that your supervisor is responsible for monitoring the following with respect to your telecommuting, and also for reporting back to UofSC Employee Relations annually (first report due back July 2022) in order for you to substantiate continued permission to telecommute:

- Monitoring **actual** costs and savings resulting from your telecommuting
 - Actual cost savings on office/cubicle space – It must be shown that consolidating and sharing space has achieved cost savings through, for example, renting out or reutilizing unused space, and actual savings amounts must be reported
 - Actual cost savings in office supplies must be fully illustrated by comparing prior year to current year costs, and these amounts must be reported
- Providing a description of the performance and productivity measures ensuring that you are performing as efficiently or better while telecommuting as you did working onsite.

Further guidance from Employee Relations on productivity measures was provided as follows:

- “Where possible, define what the metrics are that are being monitored/measured” (i.e., number of visits, number of calls/meetings, # of new employers recruited, etc.)
- EPMS or other annual evaluation processes should be added indicating that performance is going to be measured
- **Employees must complete a “Telecommuting Activities Form” daily for all telecommuting days. These forms will need to be submitted daily to your supervisor documenting work done, and submitted by your supervisor to Moore School HR on a monthly basis. Please see the form attached**
- Additional metrics – including “ability to be more focused” and “uninterrupted work environment” must be substantiated to your supervisor with actual metrics (increased hours of productivity, increase in number of meetings, etc.)

Additionally, we have been put on notice that State HR may audit Telecommuting Forms at any time, and may require justifications at any time.

In order to begin telecommuting, please sign below indicating that you understand and will comply with all requirements noted above. Please return complete forms to Moore School HR.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____