

Exhibit Telecom.1

DELEGATION OF AUTHORITY FOR TELECOMMUTING

RESPONSIBLE PERSON/OFFICE	AUTHORITY/RESPONSIBILITY
Division of Information Technologies	! approve/disapprove requests for communications lines for telephones, fax machines, or modems and for the telephone instruments.
Division of Purchasing	! order approved equipment for the telecommuting situation.
Appropriate Vice President/Provost	<p>! approve/disapprove request for a telecommuting situation (this may be further delegated to deans/directors);</p> <p>! approve/disapprove use of University-equipment or services in the telecommuting situation (this may be further delegated to deans/directors);</p> <p>! ensure that a written telecommuting agreement is executed when State/University funds are expended for the purchase of equipment or services or telecommuting expenses will be reimbursed;</p> <p>! develop internal procedures for VP area for requesting approval of a telecommuting situation.</p>
Deans/Directors	<p>! approve/disapprove telecommuting situations which do not involve the purchase of equipment or services or the reimbursement of expenses (may be delegated to immediate supervisor);</p> <p>! approve/disapprove request for a telecommuting situation which involves the purchase of equipment or services or the reimbursement of expenses when delegated by vp/provost;</p> <p>! approve/disapprove use of University-owned equipment or services in the telecommuting situation when delegated by vp/Provost;</p> <p>! request approval for communications lines for telephones, fax machines, or modems and for the telephone instruments;</p> <p>! purchase through the Division of Purchasing non-telecommunications equipment and services to be used in a telecommuting situation;</p> <p>! authorize the use of USF equipment at an off-campus location (execute Off Campus Equipment Use Permit) and renew such requests when necessary;</p> <p>! ensure that equipment used at an off-campus location is maintained in a satisfactory manner;</p> <p>! terminate services which are no longer required and account for all USF equipment at an off-campus location.</p>

Immediate supervisor

! when delegated by the dean/director, approve/disapprove a telecommuting arrangement which does not involve the purchase of equipment or services or the reimbursement of expenses;
! determine the work location, work schedule and others terms and conditions of the telecommuting arrangement;
! execute a written telecommuting agreement when State/University funds are expended for the purchase of equipment or services or telecommuting expenses will be reimbursed.