

EXHIBIT TELECOM.2

CONSIDERATIONS FOR APPROVING A TELECOMMUTING ARRANGEMENT

- How is the proposed telecommuting situation in the best interest of the University?
- Is the telecommuting situation solely for the convenience of the employee?
- Where will the telecommuting site be located?
- Is the location conducive to an effective telecommuting situation?
- For which services and equipment will the University pay? For which ones will the employee pay?
- Has the purchase or lease of equipment or services been approved by Purchasing and/or Information Technologies?
- What is the duration of the telecommuting arrangement?
- What is the expected work schedule? How often is the employee expected to return to the normal work site? Have the processes for request/approval of leave and overtime been clarified with the employee and the supervisor?
- Do the employee and the supervisor understand how workers' compensation applies to a telecommuting situation?
- Do the employee and the supervisor understand the provisions of the telecommuting agreement?
- Have the employee and the supervisor agreed on how work results will be reviewed and the employee's performance appraised?
- What review will be conducted to ensure that the telecommuting arrangement is achieving what it was designed to achieve?