



Attachment 1

Addendum to Telecommuting Policy (UPPP 14.02 & CPP 14.03) In Response to Declaration of COVID-19 Pandemic by World Health Organization

I. INTRODUCTION

Considering the COVID-19 pandemic, UW–Madison is committed to taking all reasonable steps to ensure the safety and health of its students, employees, and other stakeholders. In selected circumstances, one way to limit the possible spread of COVID-19 at work involves telecommuting for employees. UW–Madison has a telecommuting policy in place, and this addendum is meant to provide more flexibility to supervisors and employees who wish to enter into a telecommuting arrangement.

II. POLICY PROVISIONS

A. Applicability of Current Policy

Except as is outlined in this addendum, all provisions in the current telecommuting policy remain in force.

B. Revised Provisions

Under this addendum, there are fewer procedural steps that UW–Madison and individual employees must take to enter into a telecommuting agreement. Instead of a request by an employee, approval by a series of administrators, and a signed agreement, a supervisor may initiate a telecommuting agreement by sending an email to an employee's UW–Madison email account. That email will outline the parameters of the telecommuting arrangement. A template of such a communication is contained in Appendix A of this addendum.