



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: July 30, 2021
SUBJECT: USG Telework Guidelines

Dear Colleagues,

The Office of Human Resources (OHR) is incredibly grateful to the Leadership Team and the Staff Advisory Council for their suggestions and candid feedback regarding telework policy drafts. We acknowledge that reaching an agreeable final version of The Universities at Shady Grove (USG) Telework Policy and communicating its adaptability has been a critical element in the conversations you are having within your departments about returning to a “new normal” Fall ‘21 Semester. Attached you will find the USG Telework Guidelines following the integration of feedback received to date.

We ask anyone who plans to telework for any amount of time in the fall to begin developing the attached telework agreement. The agreement should be completed and submitted to OHR by **COB Monday, August 16, 2021**. Please note (as is also stated in the attached) that the forms included are the University of Maryland (UMD), College Park telework forms and have been left intact to ensure consistency across UMCP employees; however, USG agrees that portions of these forms may be too restrictive, or not applicable, to the USG working environment and the flexibility we hope to achieve. Addendums between supervisor and staff member can be attached to a signed UMCP telework agreement outlining the agreed-upon work expectations and conditions on a case by case basis (template attached). The UMCP agreement includes the attachments listed below:

- UMD Telework Agreement **(required)**
- Teleworker Work Schedule *(optional)*
- Teleworker Work Plan *(optional)*
- Workplace Self-Certification Checklist **(required)**
- Addendum **(required - template attached)**

Should you have any questions or concerns regarding the telework policy, please do not hesitate to contact me.

Regards,
Nitshu

Nitshu Joshi, M.P.S.

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