

# NETS Non-exempt Staff Work from Home Guideline - 01/11/11

Related UCAR Policy: <http://www.fin.ucar.edu/polpro/section5/5-4.html#procedure> - Official Closures

**This is the guideline for the NETS Non-exempt Staff (NES) to work from home (WFH) as follows:**

- If there is inclement weather, and UCAR has not announced a facility closure, but travel is unproductive (extreme traffic delays) and/or dangerous, NES can announce via email to [nets@ucar.edu](mailto:nets@ucar.edu) that they will be working from home for up to 2 hours per day assuming they have 2 hours of work to do
- NES must have the requisite WFH capabilities described here:  
<http://nets.ucar.edu/nets/intro/staff/NETS.WFH.policy.html>
  - No additional hardware or services will be purchased to enable this capability.
- If UCAR closes the facility, NES must report Closure Hours greater than 2 hours per day
- If UCAR does not close the facility, NES must report PTO/Vacation hours after the two hours of WFH or report to work