

ESSIC Telework Policy (Updated March 2024)

NOAA & NASA:

Faculty who are working in the NASA and NOAA facilities should follow their working units work guidelines. Please contact Monica D'Rozario (rozarm02@umd.edu) if a telework agreement is needed by your NOAA/NASA supervisors.

ESSIC on-site employees on campus and M-Square:

ESSIC onsite/MSquare faculty should limit telework activities to a maximum of two days per week. This follows the [latest University of Maryland Guidance issued on June 8, 2023 by Jennifer King Rice](#). Note that the policy also suggests that other arrangements can be made with your immediate supervisor or task leader.

ESSIC on-site international scholars must be performing a majority of their research activities in-person at the site of activity. The latest Department of State guidance decrees that telework activities are limited to 1-2 days per week.

For All Employees: We also strongly recommend that office hours be posted outside your office and also, within your email signature block.

Disability Accommodation:

Faculty members who are seeking reasonable accommodations in the workplace should submit an [Accommodation Request Form](#) from University Human Resources (UHR). This form is the initial step in processing your request for an accommodation under the University's Disability and Accessibility Policy and Americans with Disabilities Act (ADA). For more information about ADA, please contact umdleave@umd.edu.

Out of State Employees:

New University of Maryland policy requires out of state employees to have a telework agreement. Please contact Monica D'Rozario (rozarm02@umd.edu) for the most recent form.