Duty Point (OP 70.06)
An employee must, during normal working hours, conduct university business only at the employee's regular or assigned temporary duty point, unless the employee is traveling or has received prior written authorization from the chancellor or the president to perform work elsewhere. In no event shall an employee's personal residence be deemed that employee’s regular or assigned temporary place of employment or duty point without the written approval of the chancellor or the president.

A request for exception should include the type of work to be performed, how the time and productivity will be monitored, how it meets the business needs of TTU to have this person work from home, and the duration for which the exception is being requested.

DOCUMENT INCLUDED

OP 70.06 Employee Working Hours