

POLICY & PROCEDURE

Title: Policy - HR - Telecommuting Policy
Effective Date: 06/24/2020
Approved By: Executive Board

Purpose:

Telecommuting allows employees the option to work at home. (Facility name) considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting is not an entitlement. It is not a company-wide benefit, and it in no way changes the terms and conditions of employment. Telecommuting does not mean that the employee will not be asked to come into the office from time to time. There may be department meetings or various reasons that the team leader or Director may still ask the employee to report to their work location for the day.

Policy:

A. Eligibility

- a. The telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the employee or employer. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.
- b. Individuals requesting formal telecommuting arrangements must have a satisfactory performance record. If the employee and team leader agree, and the human resource department concurs, a three-month trial period will commence.
- c. Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the team leader, and weekly meetings to discuss work progress and problems. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives and daily metrics.
- d. An appropriate level of communication between the telecommuter and team leader will be agreed to as part of the discussion process. The team leader and telecommuter will communicate at a level consistent with employees working at the office and the frequency that is appropriate for the job and the individuals involved.

B. Equipment

- a. (Facility name) will determine, with information supplied by the employee and the team leader, the appropriate equipment needs for each telecommuting arrangement. The human resource and information technology departments will serve as resources in this matter. Equipment supplied by (facility) will be maintained by (facility). However, (facility) will not send IT personnel to employees' homes for technical support. Equipment supplied by (facility) is to be used for business purposes only. The telecommuter must sign an inventory of all (facility) property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all property will be returned to the company.
- b. The employee will establish an appropriate work environment within his or her home for work purposes. (Facility) will not be responsible for costs associated with the setup

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of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

- c. The employee is responsible for their own internet connection. (Facility) will not reimburse employees for internet connection or for troubleshooting home internet connection issues. Internet connections must be a hard-wired line. Wi-fi connections are not suitable for adequate network access.

C. Security

- a. Consistent with expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

CI. Safety

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. (Facility) will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- b. Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

CII. Time Worked

- a. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using (facility)'s time-keeping system. Each employee must clock in and out based on their agreed upon work schedule, including clocking out for lunch. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's team leader. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

References: Society for Human Resource Management (2021). www.shrm.org