

Sample Telecommuting Policy

Telecommuting is an arrangement by in which the Organization may permit employees to work at home or other remote location in lieu their usual place of work. The Organization considers telework to be a viable alternative work arrangement in situations where individual, job functions, performance, security and managerial considerations are best suited to such an arrangement.

Establishing a Telecommuting Arrangement

- **By employee request.** An employee who believes that telecommuting will enhance the ability to perform the functions of their job must submit a written request to the immediate supervisor and the director of human resources. The request should explain what equipment is necessary, how the employee will responsibly carry out job duties, and how the employee will remain accountable to the Organization and handle communication issues.
- **Initiated by Organization.** Based on operating considerations or in the event of unforeseen, public health, or emergency circumstances, the Organization may require certain employees to telecommute for all or a portion of the employee's regular schedule and for a specified or indefinite duration.

Approval by Organization. In approving or initiating a telecommuting arrangement, the Organization may consider any relevant factors, which may include (but are not limited to) the employee's position, job duties, past performance, work skills, interrelationship with duties of other persons, need for communication, interaction, and collaboration with co-workers and supervisors, costs, cybersecurity risks, and the benefit (if any) and detriment to the Organization or the employee's department. Whether or not a telecommuting arrangement is approved is reserved to the Organization in its sole and exclusive discretion.

Home/Remote Workspace. Telecommuters are responsible for establishing an appropriate work environment for their remote work. The workspace should provide a place in which employees are able to focus and that allows for confidentiality as required for the nature of the employee's duties. The Organization will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a work station designed for safe, comfortable work.

Approval by Organization. Whether or not a telecommuting arrangement will be approved is reserved to the Organization in its sole and exclusive discretion. The Organization may consider any relevant factors, which may include (but not be limited to) the employee's position, job duties, past performance record, work skills, interrelationship with duties of other persons, need for communication with and interaction with co-workers and supervisors, costs, and the benefit (if any) and detriment to the Organization or the employee's department.

Job Duties and Performance Expectation. In a telecommuting arrangement, the employee's work status, schedule, performance expectations, working time, compensation and benefits will typically be unchanged, unless the employee's supervisor and the Human Resources Department expressly authorize changes in writing. The Organization's policies continue to apply to telecommuting. The Organization will hold telecommuters to the same performance standards, accessibility requirements, and deadline requirements as employees

who work in the office. Failure to comply with these guidelines will lead to progressive discipline, up to and including immediate termination.

Telecommuting Work Schedules and Communications. The employee's manager will establish the employee's regular work schedule. The employee and manager must address and establish regular means of communications, including phone and email, during work hours. A telecommuting employee may be required to attend meetings, training, and other activities at the office as required by the Organization. Telecommuting employees are expected to maintain established schedules, report absences/tardiness, and record time worked consistent with established practices.

Equipment, Property, and Supplies. Based on the nature of the telecommuting arrangement, the Organization may provide an employee with equipment, property, and other resources to carry out their job responsibilities. Any equipment, property, and resources supplied by the Organization remain the property of the Organization, are subject to its policies, and must be returned at the request of the Organization or when employment ends for any reason.

The Organization will provide office supplies on a reasonable basis. Other out-of-pocket expenses for other supplies will not be reimbursed, except by prior approval of employee's manager.

Note for employers: States laws have varying requirements for reimbursement of work-related expenses. Employers should consider applicable state law and address reimbursement if required (or provided by the employer).

Information and Data Security. Information security and data protection are critical aspects of a telecommuting arrangement. Consistent with the Organization's expectations of information and data security for employees working on-site, telework employees are expected to ensure the protection of proprietary and confidential Organization and customer information accessible from their remote location. Telecommuting employees must also take steps to protect the Organization equipment, property, and documents that may be in their possession at a remote work location.

Steps to protect such information, data, and property include but are not limited to: use of locked file cabinets, disk boxes and desks, use of secure Wi-Fi, regular password and virus protection maintenance, data archiving/backups, shredding procedures, and any other steps appropriate for the job and the environment as determined by the Organization's Human Resources and IT Departments. Employees approved for a telework arrangement must work with IT and HR to ensure that appropriate security arrangements are in place. Employees should connect to the Organization's network through a secure VPN connection. At the end of a telecommuting arrangement, the employee must follow the Organization's security protocols to ensure that all information and data is secure and Organization property is returned. Violation of the Organization's information and data security protocols will be grounds for ending a telecommuting arrangement and could affect employment status.

Safety. As a condition of the telecommuting arrangement, the employee shall maintain safe conditions in the remote workspace, and adhere to the same safety standards and practices as apply on the Organization's premises. The employee shall promptly report any job-incurred injuries, and shall otherwise fully comply with the Organization's policies concerning work-related injuries. An employee may be subject to discipline, up to and including discharge, for failing to comply with applicable injury reporting requirements.

Non-work Activities and Dependent Care. Telecommuting is not designed to be a replacement for appropriate childcare, home care, or support for any other non-work-related activities. The Organization understands that from time to time this may become necessary only when these circumstances are unavoidable, which should be promptly communicated to the employee's manager. However, if personal circumstances require regular time away from work during the workday for dependent care or other non-work activities, employees must promptly communicate with their manager.

[Alternate language for pandemic/other situations: Telecommuting is not designed to be a replacement for appropriate childcare, home care, or support for any other non-work-related activities. However, the Organization understands that during the period of the COVID-19 public health emergency it is necessary to work together to find flexible arrangements that allow employees to meet their parental/caregiving responsibilities in addition to work obligations. Employees should communicate and coordinate with their managers to determine if a flexible scheduling arrangement is possible.]

Eligibility and Telecommuting Agreement. Telecommuting is not an employee benefit. The Organization has complete discretion over whether it will make telecommuting available to an employee. The Organization may terminate a telecommuting arrangement at any time. Only employees whose duties and responsibilities may be effectively and efficiently performed under a telecommuting arrangement will be considered for telecommuting. Employees must enter into a signed telecommuting agreement before beginning a telecommuting arrangement.

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TELECOMMUTING POLICY

ACKNOWLEDGMENT

Employee Name: _____

Employee Position: _____

Date of Receipt of Telecommuting Policy:

I acknowledge and agree that:

- (1) I have received a copy of the Organization Telecommuting Policy;
- (2) I have read the Telecommuting Policy in its entirety and fully understand the provisions contained therein; and
- (3) I agree to abide by the provisions contained in the Telecommuting Policy.

Employee's Signature

Employee's Name (Printed)

Date