

Telework Policy and Procedure

[Company Name] considers telework to be a viable work option when both the employee and their function are suited to such an arrangement. Remote work is not a universal benefit, and in no way changes the terms and conditions of employment with [Company Name].

Procedures

Either an employee or a supervisor can suggest a telework arrangement.

Telework can be informal, such as working from home for a short-term project or an ongoing schedule for working away from the office.

Any telework arrangement will be on a trial basis for the first three months, and may be discontinued at any time by either the employee or the organization. Employer will make every effort to provide 30 days notice if the telework arrangement is to be terminated, to accommodate transportation, child care, and other adjustments.

Eligibility

Telework is not a replacement for child care. Although an individual employee's schedule may be modified to accommodate child care needs, the employee is responsible for meeting work objectives and maintaining standards of professionalism. Prior to entering the trial period, workers are encouraged to discuss with family members issues like schedule availability, space restrictions, and quiet.

Before entering into any telework agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability: assess the needs and work habits of the employee, as well as how performance will be measured.
- Job responsibilities: determine if the job is appropriate for a remote work arrangement.
- Equipment needs, workspace considerations, and scheduling issues: physical workspace needs, technology, security, and appropriate location for work.
- Tax and other legal implications: responsibility for determining any tax or legal implications under IRS, state, and local government laws, and/or restrictions to working out of a home-based office rests solely with the employee.

If the employee and manager agree, a draft telework agreement is prepared and signed by all parties, and a three-month trial period will commence.

The agreement will include how performance is to be measured during the trial period., as well as expectations for communications and availability. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make

recommendations for continuance or modifications. Evaluation of performance beyond the trial period will be consistent with that of in-office employees in both content and frequency.

An appropriate level of communication between the remote worker and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the trial period, the manager and remote worker will communicate at a level consistent with employees working at the office, or in a manner and frequency they agree is appropriate for the job and the individuals involved.

Equipment

[Company Name] will determine on a case-by-case basis the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telework arrangement. Equipment supplied by the organization will be maintained by the organization and is to be used for business purposes only. The employee will sign an inventory of all [Company Name] property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of the telework arrangement, all company property will be returned to the company, unless other arrangements have been made.

Equipment supplied by the employee will be maintained by the employee. [Company Name] accepts no responsibility for damage or repairs to employee-owned equipment. [Company Name] reserves the right to make determinations as to appropriate equipment, subject to change at any time.

[Company Name] will supply the employee with appropriate office supplies (pens, paper, ink cartridges, etc.). [Company Name] will also reimburse the employee for business-related expenses, such as shipping costs or communications upgrades, that are reasonably incurred in carrying out the employee's job; budget and procedure are to be specified in the telework agreement.

The employee is responsible for creating an appropriate off-site work environment. [Company Name] will not be responsible for costs associated with the setup of the employee's home office, such as furniture or lighting, nor for repairs or modifications to the work space beyond what is specified in the remote work agreement.

Security

Teleworkers will maintain standards of information security consistent with those for the office, ensuring the protection of proprietary company information. Specific steps are to be enumerated in the telework agreement and may include measures such as use of a VPN, locked file cabinets and desk, regular password maintenance, and any other measures deemed appropriate for the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. [Company Name] will provide each the employee a safety checklist that must be completed twice per year.

Injuries sustained by the employee in conjunction with his or her regular work duties are covered by workers' compensation. Employees are responsible for notifying the employer of such injuries as soon as practicable.

[Company Name] is not responsible for any injury to guests or visitors at the remote work site.

Time Worked

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will accurately record all hours worked using [Company Name]'s time-keeping system. Hours worked in excess of those scheduled per day/week require supervisor approval **in advance**.

Ad Hoc Arrangements

Temporary telework arrangements may be approved for circumstances such as inclement weather, special projects, or business travel, as needed.

Other informal, short-term arrangements may be made on a case-by-case basis for employees on family or medical leave, to the extent practical for both the employee and the organization.