

TELECOMMUTING

Overview

Any work from home agreement must be initiated by the employee and is strictly voluntary. It must be approved by the immediate manager and by the department director/Chief Administrative Officer, by completing a Telecommuting Request/Agreement form.

Telecommuting is only available to **exempt status, non-represented, non-probationary employees** with a Meets or Exceeds Expectation rating on their most recent performance evaluation.

- The manager and employee must ensure that the employee has sufficient work which can be done from an off-site location so that he/she can be fully productive. This must be documented on the Telecommuting Request/Agreement form.
- A Telecommuting Request/Agreement form must be executed which specifies the timeframe the **up to two days per month**, and the type of work to be accomplished. At the discretion of the manager, the form may include specific deliverables and dates. A copy of the fully executed form is to be placed in the employee's personnel file.
- Telecommuting days must be scheduled in advance by mutual agreement between the employee and his/her manager.
- A manager may permit an employee to work from an off-site location to accommodate a last-minute need so long as both the manager and employee agree that the employee has sufficient work which can be performed so that he/she can be fully productive. No written agreement is necessary for such a one-time accommodation. However, such unplanned use is to be minimized.
- The employee must provide all necessary equipment, at his/her own expense, so that the workday can be productive. This is to include, at a minimum, a computer, dial-up or high-speed access to the Internet and concurrent voice connectivity.
- The employee must be generally reachable by telephone and if normally on pager, by pager, while working from the off-site location. The employee's work location should be transparent to customers. Office telephone greetings should not indicate that the employee is working from an off-site location. Calls may be forwarded as long as recorded greetings are business-appropriate. Messages and email should be checked no less than every two hours.
- The employee must maintain a safe and effective working environment.
- The employee must protect confidential data on devices in his/her home. This includes use of secure connections (e.g. VPN), appropriate encryption of data on PCs.
- When no longer needed at home, the employee must promptly bring all confidential papers and documentation to the office for retention or secure destruction. This includes both materials brought home from the office and materials printed at home.

- The employee must return proprietary materials, including documentation, as requested, within two business days.
- The employee must promptly report any work-related injuries, pursuant to prevailing policy requirements.
- The employee retains personal liability for any injuries to third parties on his/her premises.
- Work-from-home days may not be carried over from month to month or saved for use at another time.
- Managers may suspend an employee's participation in the program if the employee has missed assigned deliverables or if productivity has declined.
- Managers may require employees to work on-site on specific days. For example, the manager may determine that employees need to participate in person, in scheduled staff or client meetings.
- In order to ensure adequate coverage, managers may limit the number of employees who may work from home on the same day.
- Any decision to deny or suspend the program for a specific individual must be documented by the manager to the employee along with the rationale. A copy of this denial or suspension memo is to be placed in the individual's personnel file.
- The Telecommuting Agreement should specify the expected days per period that may be taken. In the initial agreement, the trial period should be for six months or less.
- Work from home agreements should be set for a limited duration of no more than six months and are subject to review for each renewal period.
- Prior to renewal of an agreement, the manager and employee should review its effectiveness in contributing to individual and organizational performance.
- Managers are expected to promptly recognize issues, especially declining productivity, and to take prompt corrective action.
- Telecommuting should only be implemented where desired by the employee and organizational productivity can be maintained or enhanced.
- This policy may be revised or terminated at any time as determined by departmental needs.