**TELECOMMUTING POLICY (sample)**

For some positions within xxx, working away from the office, or telecommuting, may be possible. Telecommuting can be a privilege, or a necessity, or a combination of both, depending upon the circumstances. No particular positions have been designated as "telecommuting positions;" rather, certain positions may from time to time be suitable for performance outside the workplace, and in such a case, Management may allow all or part of the duties of the position to be performed away from the office on a temporary or ongoing basis. However, no such arrangement is promised or guaranteed, and no particular duration of telecommuting is guaranteed. If telecommuting is allowed for a position, it will last as long as it is appropriate for both the employee and xxx.

Employees will fill out an application, available from the \_\_\_\_ position \_\_\_, and submit it to their Management level supervisor. Within 30 days, the Management Team/ CEO will meet as a group to review the application, the employee’s duties and the employee’s work habits/skills to decide whether or not to grant Telecommuting capabilities. Granting Telecommuting capabilities will be decided on a case by case basis.

Employees wishing to be considered for telecommuting on a “fixed day” each week (Wednesdays or Thursdays only) must apply for such consideration. The request will be reviewed by the Management Team and may be granted or denied.

If granted, the supervisor and the employee will work out the arrangement as it pertains to when an employee should check in for voice-mail and email messages, come in to attend meetings in person, or attend meetings via conference call. It is xxxx desire that telecommuting be seamless for other employees at the office and to the membership; therefore it will be mandatory that the telecommuting employee forward their xxxx desk phone to a phone accessible (preferably forwarded to a land line with any personal voice mail or answering machine systems disconnected for the day) at the telecommuting site. Such arrangements as mentioned must be set forth in writing and signed by both the employee and the supervisor. Work performance with telecommuting will be reviewed after an initial 12 week period and also addressed in the employee’s annual review.

Employees who need “project-specific telecommuting time,” defined as working at an alternative location for a limited time on a non-routine basis, do not need to fill out a telecommuting application. Project-specific telecommuting time must be arranged with a direct Management-level supervisor, on an as-needed basis.

For those positions that do not require telecommuting, the wait period before an employee can apply to telecommute is a consecutive 18 months full time employment. Non-exempt employees may also apply for telecommuting capabilities; however, as these positions require direct supervision related to projects and overtime, it is unlikely that telecommuting may be granted. Non-exempt employees who believe their position is unique and that they meet xxxs requirements for telecommuting may submit an application for consideration.

Telecommuting assignments do not change the conditions of employment or required compliance with policies, including policies in relation to what files may be removed from xxxx for telecommuting purposes and what measures should be taken to protect those documents Telecommuting is not intended to serve as a substitute or replacement for child or adult care. If children or adults in need of primary care are in the alternate work location during employees’ work hours, some other individual must be present to provide the care. Telecommuting is also not intended to be used in place of Paid Time Off.

If the employee is unable to use their approved Telecommuting day (it falls on a holiday, bad weather day, using PTO time, etc.), no other day may be substituted.

Supervisors may require employees to report to xxxx as needed for work-related meetings or other events or may meet with employee in the alternate work location as needed to discuss work progress or other work related issues.

xxxx will not assume responsibility for the cost of personal equipment, repair, or service. xxxx will not assume responsibility for operating costs, home maintenance, or other costs incurred by employees for the use of their homes as telecommuting work locations. Ixxxx will provide office supplies limited to basic supplies taken from the workroom such as paper, pencils/pens, highlighters, post-it notes, paperclips and folders. Otherwise employees are expected to furnish their own office space and other supplies. xxxx WILL reimburse employees for business-related long distance calls or faxes made from their personal telephone lines/cell phones.

Provincial WorkSafeBC regulations apply to work performed by an employee in any workplace within Canada, including a workplace located in the employee’s home. Xxxx requires safe and healthful working conditions for the employee. Noncompliance with WorkSafeBC regulations may result in the discontinuation of the telecommuting agreement with that employee or for xxxxon a company-wide basis.

Employees are covered by the provisions of xxxxs Workers Compensation Program if injured while performing official duties at the central workplace or telecommuting workplace. Workers Compensation will not cover non-employees who are injured at the telecommuting site. It is highly recommended that telecommuting sites not be used as meeting venues nor for deliveries.

General note to employee: Many homeowners policies exclude claims arising from the commercial use of their home. If an employee chooses to use their home for commercial purposes, such as a home office, the employee’s homeowners insurance may be jeopardized as a result of this commercial exposure. xxxx encourages telecommuting employees to notify their homeowners insurance carrier of their telecommuting arrangements and have the carrier issue an endorsement allowing for limited use of the home for commercial purposes. Any additional cost incurred for the insurance rider or endorsement will be at the expense of the employee.

xxxx or its managers may terminate the telecommuting agreement or policy at its discretion. xxxx will give employees advance notice if a decision is made to terminate a telecommuting agreement; however, advance notice is not required.

**Determining positions that are appropriate for telecommuting**

In making decisions about which positions are appropriate to designate or approve for telecommuting, xxxx managers will analyze the duties of positions and how the work is performed. Employees must also have and maintain a minimum of “Exceeds Expectations” or higher in their annual review when applying for telecommuting and to continue telecommuting. Generally, the following types of positions may be appropriate for telecommuting:

• Require independent work

• Require little face-to-face interaction with staff or the membership

• Require concentration

• Result in specific, measurable work products

• Can be monitored by output

**Employee qualities that are appropriate for telecommuting**

In making decisions about which employees are designated or approved for telecommuting, xxxx managers will review the work qualities of employees, in addition to ensuring that their positions are appropriate for telecommuting. Generally, employees who are successful in telecommuting:

• Are able to work productively on their own

• Are self-motivated and flexible

• Are knowledgeable about the job

• Have a low need for social interaction

• Are dependable and trustworthy

• Have above average performance records

• Are organized

• Have good communication skills

**xxxxx TELECOMMUTING APPLICATION**

Employee is to fill out the following application

and submit it to their Management Team level supervisor

at least 30 days before the requested start date for telecommuting.

Name:

Position:

Employee’s telecommuting workplace will be:

Employee’s duties that can be performed at a telecommuting location:

1. At the telecommuting workplace, employee’s work hours will be from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ on the following day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective: . Employee’s time and attendance will be recorded the same as performing official duties at the xxxx office.

2. Does the employee agree to comply with all xxxx rules, policies, practices and instructions of the Telecommuting Policy including forwarding the desk phone to a telephone at the telecommuting site?

3. Will the employee notify their supervisors immediately of any situations which interfere with their ability to perform their jobs?

4. Will the employee permit supervisor access to the telecommuting work location during normal work hours to ascertain that safety guidelines are being followed?

5. Will the employee maintain safe work conditions and practice appropriate safety habits?

6. Does the employee certify that the work location is free from hazards?

7. Will the employee notify their supervisors immediately of any injury incurred while working?

8. Does the employee agree to allow supervisors to visit the alternate work location immediately after any accident or injury that occurred while working?

9. Does the employee agree to use xxx-provided supplies only for business purposes?

10. Does the employee absolve xxxx from liability for damages to real or personal property resulting from participation in the telecommuting program?

11. Will the employee be responsible for the security of information, documents, and records in their possession or used during telecommuting, and not take restricted-access material home without the written consent of a member of the Management Team?

By initialing the following paragraphs, the employee is stating they understand the statement and agree to the stipulations.

The employee is responsible for servicing and maintaining their personal equipment and software. xxxx will not be liable for damages to an employee’s personal or real property during the course of performance of official duties or while using state equipment in the employee’s residence.

xxx will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee’s residence as a telecommuting work location.

Employee may be covered by the provisions of xxx’s Workers Compensation Program if injured while performing official duties at the central workplace or telecommuting workplace. Workers Compensation will not cover non-employees who are injured at the telecommuting site. Employee agrees to certify that the work location is safe and free from hazards.

Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury occurring at the alternate work location while working. Supervisor will investigate all accident and injury reports immediately following notification.

Employee will apply approved safeguards to protect xxxx records from unauthorized disclosure or damage, and will comply with the privacy requirements set forth in the state law and xxxx policies.

**Safety Checklist**

The following checklist is designed to assess the overall safety of the telecommuting work location. Each applicant is required to read and complete the self-certification Safety Checklist. Upon completion, the checklist should be signed and dated by the participating employee.

Describe in detail the designated work area at the alternate work location. Include information such as the environmental surroundings of the work space (lighting, desk height, chair height, etc.):

|  |  |
| --- | --- |
| *To the best of one’s knowledge:* If applicable, are all stairs with four or more steps equipped with handrails?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Do circuit breakers clearly indicate if they are in the open or closed position?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Are aisles, doorways, and corners free of obstructions to permit visibility and movement?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Do chairs have any loose casters (wheels)?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Are the rungs and legs of the chairs sturdy?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Is the work area overly furnished?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Is the office space neat, clean and free of excessive amounts of combustibles?  | \_\_\_\_\_Yes \_\_\_\_\_No  |
| Are floor surfaces clean, dry and level?  | \_\_\_\_\_Yes \_\_\_\_\_No  |