

# Sample Policy: Telecommuting Arrangements

## Definition

Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, EMPLOYER recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both EMPLOYER and employees.

## Employee Eligibility

Candidates for telecommuting arrangements must:

- have worked at EMPLOYER for one year,
- possess good time-management and organizational skills, and
- be self-motivated, self-reliant, and disciplined.

## Position Eligibility

Not all jobs can be performed from off-site locations. In general, positions requiring face-to-face interaction with customers and office personnel are not suitable for telecommuting arrangements.

## Types of Arrangements

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on EMPLOYER's premises.
- The workweek for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.
- Employees must be available to their supervisors and co-workers during core work hours. There are two core periods each day. The first runs from 9:30 a.m. to 11 a.m. and the second from 1:30 p.m. to 3 p.m.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Except for extraordinary circumstances, EMPLOYER normally provides at least 24 hours' notice for such events.
- Employees must arrange for childcare during their work hours.

## Equipment/Furnishings/Office Supplies

EMPLOYER does not provide telecommuting employees with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, fax machines, data and telecommunications equipment, and other equipment available for their use.

Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense.

EMPLOYER provides common office supplies, such as paper, pencils, pens, and paper clips, for employees' use in their home offices.

## Request Process

Telecommuting arrangements are approved by supervisors on a case-by-case basis. Telecommuting might not be feasible within some departments or for certain positions within a department. Employees interested in telecommuting arrangements should discuss the matter with their supervisors and complete a Telecommuting Request and Evaluation Form.

## Other Requirements/Restrictions

EMPLOYER has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.