

SAMPLE TELECOMMUTING POLICY

XYZ Company had adopted telecommuting as an alternative work arrangement that allows work requirements to be fulfilled from home, remotely, or in a satellite location as part of the regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, nor is it a company-wide benefit. For eligible employees that opt to participate in the telecommuting program, it does not change the terms and conditions of employment such as compensation, benefits, status, work hours, and job responsibilities.

Eligibility & Approval Process

To be eligible you must have worked at XYZ COMPANY for at least six months.

Employees interested in a telecommuting arrangement should initiate a discussion with their supervisor. Alternatively, supervisors may also suggest a telecommuting work arrangement. Any new or adjusted telecommuting arrangements must be approved by the President & CEO.

Not all roles are eligible for telecommuting due to face-to-face interaction with our members/clients, the requirement to access onsite resources, or access to personal information. Employees should check with their supervisor to determine if their role is eligible for telecommuting.

The following criteria will be used to determine whether a telecommuting arrangement is appropriate for consideration:

- Performance – the employee must exhibit an appropriate level of performance as determined by their supervisor and the Senior XYZ COMPANY Management Team. In addition, the employee's individual needs and work habits will be evaluated for traits customarily recognized as associated with successful telecommuters.
- Job Responsibilities – the employee's job responsibilities will be reviewed to determine whether the role and the method in which they serve our members is appropriate for telecommuting.

If the employee's performance and their role is deemed suitable for telecommuting, the employee and their supervisor will determine which days of the week the employee will telecommute. The proposed telecommuting arrangement will be submitted in writing to XYZ COMPANY's President for approval prior to implementation.

All new telecommuting arrangements may be initially approved on a trial basis for three (3) months. Telecommuting arrangements will be reviewed thereafter on a periodic basis to ensure ongoing effectiveness. Any changes to a telecommuting arrangement must be also approved by XYZ COMPANY's President & CEO. Employees will be expected to meet the same performance criteria as if they were working at an XYZ COMPANY office.

XYZ COMPANY retains the right to modify, deny, or discontinue any

telecommuting work arrangement at any time, for any reason, at the XYZ COMPANY retains the right to modify, deny, or discontinue any telecommuting work arrangement at any time, for any reason, at the direction of the employee's supervisor and/or the Senior XYZ COMPANY Management Team. If a telecommuting arrangement is terminated, the employee will be expected to work from the XYZ COMPANY office.

Work Schedule

Telecommuting will generally be limited to two (2) days per week. The remainder of the week the employee will be expected to work at the XYZ COMPANY office.

Monday is a staff in-office day and may not be a telecommuting day.

XYZ COMPANY will approve telecommuting days XYZ Companyd on the needs of the role and other telecommuting schedules within the department and the organization.

The employee and their supervisor will determine the work hours the employee will be required to customarily maintain. While telecommuting offers employees greater ability to flex their schedule, employees will be expected to be available during the core work hours of 9:00 a.m.-3:00 p.m. in addition to other hours required to meet their normal work schedule. Supervisors will be responsible to determine work schedules to assure appropriate business hours departmental coverage.

Supervisors and employees should determine the manner and frequency of communication. XYZ COMPANY staff agree to utilize the designated technology tools made available for telecommuting and to be accessible by phone or computer (email, Teams), within a reasonable time period during the agreed upon work schedule.

Telecommuting schedules must remain flexible in order to accommodate organizational or personal needs. If an event, member meeting, training class, etc. is scheduled on the employee's regular telecommuting day, the employee will be expected to report to the XYZ COMPANY office or other location as appropriate. Upon occasion, an employee may need to switch a telecommuting day to a different day of the week from their ordinary schedule. These situations will be reviewed on a XYZ Company-by-XYZ Company basis and must be preapproved by the employee's supervisor.

Telecommuting staff that are non-exempt from overtime requirements will be required to maintain a work schedule pursuant to XYZ COMPANY direction and record all hours worked in a manner acceptable to XYZ COMPANY.

Employees are expected to be free from distractions and arrange for appropriate childcare or eldercare during work hours.

Workspace & Equipment

Telecommuting staff are expected to establish an appropriate work

environment within their homes for work purposes. They must be able to meet the technology requirements to work in a mobile environment (e.g. Internet connectivity, minimum Internet speed requirements, etc.). XYZ COMPANY will not be responsible for the costs of initial set-up of the employee's home office such as remodeling, furniture, or lighting nor for repairs or modifications to the home office space.

XYZ COMPANY will determine appropriate, job-related equipment needs (including software, hardware, copiers, etc.) for each telecommuting arrangement on a XYZ Company-by-XYZ Company basis.

Equipment supplied by XYZ COMPANY is to be used for business purposes only.

Upon termination all company property will be returned to XYZ COMPANY.

Equipment supplied by the employee, if deemed appropriate by XYZ COMPANY, will be maintained by the employee. XYZ COMPANY will not accept responsibility for damage or repairs to employee owned equipment. XYZ COMPANY reserves the right to make determinations as to appropriate equipment, subject to change at any time by XYZ COMPANY.

XYZ COMPANY staff assigned a telecommuting arrangement may be required to forfeit use of personal office space at XYZ COMPANY in favor of a shared arrangement to maximize office space needs.

All other standard work supplies currently provided to office staff will be available upon request to Accounting as well as reimbursement for normal business-related expenses incurred.