516 Telecommuting

Effective Date: 12/16/2019

If you believe that regularly working from home can enhance your ability to get your job done, submit a written request to your supervisor proposing how it will benefit you and us. The request should explain how you will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization. Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work per day or per pay period will not change just because you may be occasionally working from home (unless otherwise agreed upon in writing).

Your work hours will conform to a schedule agreed upon by you and your supervisor. If such a schedule has not been agreed upon, your work hours will be assumed to be the same as they were before you began telecommuting. Changes to this schedule must be reviewed and approved in advance by your supervisor.

In general, any equipment we provide to you in support of the approved telecommuting relationship is intended to be used solely for work purposes, and should not be used for personal purposes, unless otherwise approved. We will maintain the equipment we supply to you and you are responsible for maintaining any equipment you supply. We do not accept responsibility for damage or repairs to your equipment.

We expect you to ensure the confidentiality and protection of proprietary and customer information that you may use or access while working from home. This may include the use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

During working hours, your remote work space will be considered an extension of our work space. Therefore, workers' compensation benefits may be available for job-related accidents that occur in your remote work space during working hours. All job-related accidents will be investigated immediately. We assume no responsibility for injuries occurring in your remote work space outside of your agreed-upon work hours. You agree to maintain safe conditions in your remote work space and to practice the same safety habits as those followed on our premises. In the case of an injury while telecommuting, follow our Workers' Compensation policy.

Telecommuting is at the discretion of the Department Head and will be addressed on a case-by-case basis. Telecommuting is considered a privilege and may not work for every employee or every position. Employees who telecommute will coordinate with their supervisors about specific work assignments and specific ways to track productivity. Prior to approval of telecommuting, the Department Head must coordinate efforts with IT to ensure feasibility.

Telecommuting only works in some circumstances, and is not a universal employee benefit. As a result, we will only provide this opportunity when we are convinced it will be in our best interests, and may terminate approved telecommuting arrangements whenever we believe

necessary to do so.