

## Telecommuting Guidelines

Telecommuting is a work arrangement in which the employee works from home or other remote work site away from the primary traditional work place for a portion of the workday or the workweek.

Telecommuting is supported where employees are able to effectively perform job responsibilities while meeting personal needs. Telecommuting allows employees to receive, complete, and send work assignments between workplace and remote location via e-mail, calendars, conferencing, voice mail and computer networks.

Telecommuting is not considered an employee benefit but an alternative method for meeting the organization's needs. Since telecommuting is a privilege, the organization has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

Telecommuting agreements will be considered on a case-by-case basis.

Telecommuting Agreements:

- Are signed by the employee, supervisor and HR representative
- Identify a specific schedule
- May be terminated with 30 days notice from the supervisor or employee
- Do not change the terms and conditions of employment, salary, job responsibilities, or benefits
- Should benefit the organization and the employee.

### Recommended Qualifications of Telecommuter

- The employee should be self-disciplined and capable of working with little on-site supervision. S/he should demonstrate the ability to maintain productive work habits (i.e., working 8 hours per day, or the agreed amount per day or week). The employee should be able to effectively use work time to complete projects and must be flexible.
- The employee needs strong verbal and written communication skills, as well as appropriate knowledge of the use of e-mail and faxes and other computer technology.
- The employee should have consistent, productive, and organized work habits, along with the ability to make independent decisions and access appropriate technological support.
- The employee must have a good performance record: no documented absenteeism problems and positive performance evaluations.
- The employee must be able to provide an appropriate telecommuting work environment.

There are certain jobs that do not lend themselves to telecommuting. Since there are many individual or work group specific situations, performing certain tasks in a telecommuting environment is up to the supervisor's discretion. Following is a sample list of tasks that may or may not be acceptable to pursue in a telecommuting environment:

#### Acceptable

- System administration
- Technical writing
- Software development
- Graphic design
- Course development
- Administrative tasks (e.g., email, reports, budgets)
- Web development
- Programming
- Research (i.e., online)
- Individual work (non-collaborative)

#### Unacceptable/Challenging

- Anything that requires face-to-face contact with internal or external customers (front-line support)
- Anything that requires hands-on contact with equipment
- Interviewing and performance reviews
- Teaching courses
- Projects requiring large amounts of collaboration
- Clerical support (e.g., receptionist, file clerk)
- Hardware-related services
- Contract discussions
- Staff meetings

## Telecommuting Agreement

<b>Employee Name:</b>	<b>Employee's Position:</b>
<b>Supervisor:</b>	<b>HR Representative:</b>

**Employee's offsite work address:**

**Employee's designated workspace:**

(E.g., home office section of family room) The employee has inspected the designated workspace for safety issues and agrees to conduct him/herself in a safe manner at the offsite location. Employee certifies that the designated workspace is safe and free from hazards and agrees to notify the supervisor immediately of any accident or injury occurring at the work location. (Attach Telecommuting Site Checklist)

### Schedule and Work Expectations

**Employee's offsite work schedule:**

(specify days and hours) The supervisor will maintain a copy of this work schedule and the employee's time and attendance will be recorded the same as if performing work on location..

**Work to be performed offsite:**

The employee will complete all assigned work according to established procedures and expectations. The employee agrees to perform the assigned duties onsite or offsite at the location described in this agreement. Failure to comply may result in loss of pay, termination of this agreement, and/ or appropriate disciplinary action.

**Describe how regular communication will occur:**

(E.g., regularly scheduled meetings, frequency of calls, etc.) Communication between the employee and his/her office (i.e. phone, e-mail, meetings, etc.) is the responsibility of the employee. The employee will meet with the supervisor to receive assignments and to review completed work as specified below or upon request. The employee immediately will notify the supervisor when circumstances arise that impact his/her ability to perform the assigned work.

### Equipment and Expenses

**Equipment to be installed:**

**Purpose:**

**Expense:**

(Specify equipment and purpose) The decision whether to install equipment, including computer, fax, phone lines, internet access, etc., at the offsite location will be made between the supervisor and the employee. If equipment will be installed, specify how the expense will be handled.

**Company-Owned Equipment Record:**

Description	Serial Number	Date Returned	Supervisor's Initials
<p>Company-owned equipment is to be used only for authorized company business. The company-owned equipment listed above will be used in the offsite workspace and will be returned to the company at the expiration of this agreement. Company-owned equipment will be serviced and maintained by the company.</p>			

**Long distance business calls expense:**

(Specify how long distance business calls will be paid. E.g., company credit card, employee reimbursement, etc.) Long distance business calls made from the office location must be documented to support the business nature of the call.

**Additional expenses:****Additional Considerations****Additional conditions agreed upon by the employee and supervisor:****This agreement expires on:**

At the conclusion of this agreement, the results may be evaluated for possible continuation. This agreement may be terminated with 30 days notice from the supervisor or employee and is subject to the conditions stated in the company's Telecommuting Guidelines.

**I have read and understand this Telecommuting Agreement and agree to the conditions listed above:****Employee Signature:****Date:****Supervisor Signature:****Date:****HR Representative Signature:****Date:**

## Telecommuting Site Checklist

<b>Work Site</b>					
	Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition.				
	The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.				
	Supplies and equipment (both departmental and employee-owned) are in good condition.				
	The area is well ventilated and heated.				
	Storage is organized to minimize risks of fire and spontaneous combustion.				
	All extension cords have grounding conductors are in good condition and outlets are not overloaded.				
	Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.				
	Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight-fitting covers or plates.				
	Surge protectors are used for computers, fax machines, and printers.				
	Heavy items are securely placed on sturdy stands close to walls.				
	Computer components are kept out of direct sunlight and away from heaters.				
<b>Emergency Preparedness</b>					
	Emergency phone numbers (hospital, fire department and police department) are posted at the alternate work site.				
	A first aid kit is easily accessible and replenished as needed.				
	Portable fire extinguishers are easily accessible and serviced as needed.				
	An evacuation plan has been established.				
<b>Ergonomics</b>					
	The desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.				
	The chair is adjustable.				
	When seated, your back is fully supported by a backrest, thighs are parallel to the floor and knees at a 90-110 degree angle, and feet are flat on the floor or supported by a footrest.				
	The monitor is directly in front of you, approximately 18-30 inches from your eyes, and the top of the monitor is slightly below your eye level.				
	The screen is positioned to minimize glare and reflections from overhead lights, windows and other light sources. The screen's brightness and contrast controls are set for optimal viewing.				
	Your head is upright and shoulders are relaxed when you are looking at the screen.				
	The height and angle of the keyboard is adjusted to keep your wrist in a straight (neutral) position and your elbows are bent at a 90-degree angle when your hands are resting on the keyboard.				
	The mouse is positioned close to the keyboard and at the same level.				
	You have adequate legroom under your desk and your arms and elbows are close to your body when typing.				
	You use a headset or speaker phone if you use the phone frequently.				
	You periodically change positions, stand up and/or stretch.				
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