

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 213 – Telecommuting

1. Purpose

Telecommuting allows employees to work at home, on the road or in a client's location for all or part of their workweek. The Partnership considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the Partnership.

2. Policies

a. General Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a manager can suggest telecommuting as a possible work arrangement. The manager and/or department head, Human Resources, and the President will assess telecommuting eligibility and suitability.

Any long-term telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide advance notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

When a telecommuting arrangement is approved, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the

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individuals involved.

b. Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the Partnership for a minimum of 18 months of continuous, regular employment and must have a satisfactory performance record. This requirement excludes positions funded by grants with specific teleworking requirements, positions that are remote by program design, or ad hoc arrangements due to emergency situations such as a pandemic.

Before entering into any telecommuting agreement, the employee and the manager, with the assistance of human resources and the president, will evaluate the suitability of such an arrangement, reviewing the following areas:

- ***Employee suitability.*** The parties will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- ***Job responsibilities.*** The parties will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- ***Equipment needs, workspace design considerations and scheduling issues.*** The parties will review the physical workspace needs, department scheduling and operational needs, and the appropriate location for telework.
- ***Tax and other legal implications.*** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- ***Fiscal Capacity.*** The parties will assess financial burden on program or admin funds as a measure to prevent adverse budgetary spending.

c. Equipment

On a case-by-case basis, the Partnership will determine, with information supplied by all parties, the appropriate equipment needs for each telecommuting arrangement. The IT department will serve as the primary resource in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Partnership accepts no responsibility for damage or repairs to employee-owned equipment. The Partnership reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Partnership property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company as directed.

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The Partnership will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Partnership may provide the employee a monthly stipend or a mobile connectivity device for business related expenses as a result of internet capabilities as budgets allow. In the event a stipend is provided, the employee will receive a Form 1099 for amounts equal or greater than \$600 in any calendar year.

The employee will establish an appropriate work environment within his or her home for work purposes. The Partnership will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

d. Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment as addressed in each agreement.

e. Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Partnership will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Partnership's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Telecommuting employees must maintain homeowner's or renter's liability insurance.

Telecommuting is not designed to be a replacement for appropriate child care. Exceptions may be made in pandemic or other large-scale emergency circumstances. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

f. Time Worked

Telecommuting employees will be required to accurately record all hours worked using the Partnership's time-keeping system in accordance with HR 304 – Timekeeping. For non-exempt employees, hours worked in excess of those scheduled per day and per workweek require the advance approval of the

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telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

g. General Remote Work Expectations

- Remote employees are expected to be available and communicative during scheduled work hours.
- Partnership work conduct rules and other policies continue to apply to offsite work locations.
- Consumption of alcohol during work hours is never acceptable.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Supervisors may require employees to report to PFC as needed for work related meetings, staff schedule changes, or other events. Supervisors should give employees at least a 24-hour notice in such cases.
- Employees should not conduct in-person appointments in their homes for any work-related reason. Employees should instead use the conference room reservation system for in-person appointments following pandemic or emergency protocols as applicable.