



Telecommuting Policy

Purpose

This policy establishes the guidelines [Company] will use to select and manage those employees approved to telecommute.

Scope

This policy applies to all [Company] employees authorized to work remotely as a primary job function. It does not include those who are temporarily allowed by their manager to work from home or another location on an irregular basis due to extenuating circumstances.

Definitions

Telecommuting is defined as working from at home or another off-site location, using electronic communication methods such as the internet to connect with the primary place of employment.

Criteria for Selection

[Company] always strives to provide equal opportunities to all employees when it comes to working situations. However, telecommuting is not conducive to every employee and position. Keeping this in mind, [Company] will review all reasonable employee requests to telecommute using the following criteria:

- Is the employee a good candidate for telecommuting?
 - Dependable
 - Proven performance
 - No record of disciplinary action
 - Comprehensive knowledge of position

- Can the duties of their position be successfully fulfilled through telecommuting?
 - Measurable work activities
 - Little need for face-to-face interaction with co-workers
 - Clearly established goals and objectives
 - Duties can be performed alone
 - Limited equipment is needed and can be easily stored at the off-site location





Responsibilities

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, work output and customer service, regardless of where their work is being performed. The amount of time an employee is expected to work in a given week will not change, although the exact scheduling of allotted hours will be left up to the discretion of their direct supervisor(s). If an employee's physical presence is required at Tilson's primary work location, they are expected to report once given adequate notice.

Contact With Primary Location

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor(s). The supervisor(s) will act as the employee's primary contact at [Company]. Both the employee and their supervisor(s) are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedule.
- Move company equipment to a new location.
- Transfer primary off-site operations to a new location.

Off-site Work Areas

[Company] has a legal responsibility to provide liability coverage to its employees. Such legal responsibilities extend only to authorized, off-site work locations during scheduled work time. [Company] is responsible only for damages that result directly from official job duties. [Company] also accepts no responsibility for employees' personal property.

As [Company] could foreseeably be held responsible for an injury befalling an employee in their off-site work area, Tilson reserves the right to inspect off-site locations for safety concerns.

Such an inspection will always be planned in advance for a time convenient for both the inspector and the employee.

If employees have domestic responsibilities they must attend to during scheduled working hours, they are expected to do so in a reasonable manner that will still allow them to successfully fulfill their job duties.





Off-site Security

While employees in positions that regularly deal with highly sensitive information may not be ideal work-from-home candidates, such employees may be allowed to telecommute under certain circumstances. In these situations, it is up to the employee to enforce a rigorous standard for ensuring the security of all sensitive information they are entrusted with. Failure to do so will result in loss of telecommuting privileges.

Expenses

Working primarily off-site could result in expenses not directly addressed by this policy. If such expenses are necessary for their official duties as prescribed, [Company] will reimburse the employees. However, reimbursement is subject to management approval and is not guaranteed, potential expenditures should always be approved prior to any transactions being made.

Equipment

Employees approved for telecommuting will be supplied by [Company] with the equipment required to perform their duties. It must be kept in mind that:

- All equipment purchased by [Company] remains the property of [Company]. All equipment is expected to be returned in a timely fashion should the employee cease telecommuting operations for any reason.
- Hardware is only to be modified or serviced by parties approved by [Company].
- Software provided by [Company] is to be used only for its intended purpose and should not be duplicated without consent.
- Any equipment provided by [Company] for off-site use is intended for legitimate business use only.
- All hardware and software should be secured against unauthorized access.

*This Employee Handbook policy is a guideline meant to be edited to meet an employer's situation. It is not meant to be exhaustive or construed as legal advice. Consult additional insurance and/or legal counsel for professional advice.
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