

Sample Telecommuting Policy

Selecting employees who can work from home (when policy allows only a certain number of telecommuting days)

- Policy is limited only to employees who have work that can be completed at home
- Some employees may find it hard to be as productive at home since some of our programs can only be accessed through the VPN. Supervisors should keep that in mind and assist the employee with a list of what they can do from home.
- Eligible employees may request to work at home one day a week.
- All work-from-home days must be approved by the employee's supervisor.
- The employee must have signed this document, have a company laptop, and have gone through the training with IT listed below.

Communication with others

To better achieve a sense of transparency and improve communication, directors and team leaders are required to use Zoom to schedule meetings with your team that would normally be face to face.

Guidelines/Security

Adherence to these guidelines will be required in order to participate in the telecommuting plan.

- Utilization of this policy must be approved by the head of your department.
- Participating employees must use and will be issued a company laptop. There will be no reimbursements given for printing, cell phone, internet or office furniture set up.
- Employee must have a secure internet connection with password at home. No use of open Wi-Fi networks.
- No use of personal computers for accessing work files and network – company laptops only.
- Employer will not be responsible for insuring personal equipment in the telecommuter's home.
- Employer laptops and equipment should not be used by other family members or friends.
- SharePoint is to be used to share documents.
- Employees may take home office supplies to use while telecommuting.
- Employees will be required to work a normal workday when telecommuting.
- Files with personal identification information cannot be taken home, but can be scanned in and saved to the computer/file to be used for work.
 - Examples would include but not limited to social security numbers, bank information, birthdates, etc.
- When mandatory in-person meetings are scheduled, an employee may not work from home.
- Telecommuting employees will be prepared and should expect to video conference into all meetings with office staff that they would have attended in person if they were in the office
- Expectations of telecommuting work performance will be consistent with expectation while in the office

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- Employees working in the office should maintain a normal workday with those working from home in regards to scheduling meetings, phone calls, emails and any other communication or work needs. Response to phone calls and emails should be consistent with performance in the office.

Workspace Requirements

- Work area must be quiet and distraction free
- Lighting in the workspace should be adequate with no glares
- Distracting noises should be kept at a minimum
- Desk must be adequate and designed to safely accommodate the equipment needed to perform the job duties (computer, mouse, etc.)
- Cell phone or home phone must be available to use for forwarded calls from their desk phone in the office

IT

Anyone working from home must complete IT offsite access training which will include the following:

- VPN Access
- Office.com
- Remote Phone training and setup
- Email Access
- Application setup and usage.

Exceptions

Exceptions to these guidelines may only be approved by senior management.

Sign-off

I have read the policy. I understand the rules and agree to follow them.

Printed Name

Date

Signature