

Telecommuting Policy and Procedure

Background

[insert company name] (“the Company”) is implementing a short-term, temporary telecommuting policy for certain classes of employees so they have the flexibility to telecommute from home due to current COVID-19 circumstances. Certain employee classes will be identified based on business needs and resources. Telecommuting will begin on _____ and is anticipated to remain in effect until _____. However, you may elect to continue working in the office, as long as the office remains open for your employment class.

Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of the employee’s at-will employment with the Company. The Company may, in its sole discretion, modify or terminate this policy at any time.

Procedure

Any telecommuting arrangement made will be on a temporary basis and may be discontinued at will and at any time by the Company. Every effort will be made to provide advanced notice of such a change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

An appropriate level of communication between the telecommuting employee and supervisor will be established by the Company as the arrangement develops. Evaluation of a telecommuting employee’s performance will include regular interaction by phone and e-mail between the employee and the supervisor to discuss work progress and problems.

The employee will establish an appropriate work environment within his or her home for work purposes. The Company 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.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee’s schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

Equipment

On a case-by-case basis, the Company will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the Company will be maintained by the Company. Equipment supplied by the employee, if deemed appropriate by the Company, will be maintained by the employee. The Company accepts no responsibility for damage or repairs to employee-owned equipment. The Company reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Company is to be used for business purposes only. The telecommuting employee must sign an inventory of all Company property received and agree to take appropriate action to protect the items from

damage or theft. Upon termination of this policy and/or the telecommuting employee's employment, all Company property will be returned to the Company.

Company equipment must be used for business purposes only. No personal data is to be stored on Company equipment, and conversely, Company information is not to be stored on personal equipment, computers, mobile devices, or storage devices. Telecommuting employees must follow all Company policies regarding computer use such as not downloading or using unauthorized software on Company equipment.

The Company will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Company will also reimburse the employee for approved business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

Security

Consistent with the Company'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. Additional information and/or policies regarding security will be provided as necessary and must be followed by the telecommuting employee.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Company will provide each telecommuting employee with a safety checklist that must be completed periodically. 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 Company's workers' compensation policy. Telecommuting employees are responsible for notifying the Company of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Company's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuting employee's supervisor.

Telecommuting employees must use approved Paid Time Off (PTO), vacation, or time off without pay for all personal activities.

Agreed and acknowledged this ___ day of _____, 2020:

EMPLOYEE NAME (PRINTED) DATE

EMPLOYEE SIGNATURE