

## PEOPLE'S PLACE

### Telecommuting Policy

Approved By: Board of Directors  
Review/Revision Date: 11/18/2020

#### I. PURPOSE

The purpose of this policy is to provide guidelines for flexible work options of telecommuting when both the employee and the position are suited to such an arrangement.

#### II. POLICY STATEMENT

This policy provides guidelines for telecommuting to allow employees to work remotely or in a satellite location for all or part of their workweek. Telecommuting may be appropriate for some employees and positions, 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 People's Place. Telecommuting may be determined by the employer, even if employee wants to remain on-site.

#### III. APPLICATION

This policy applies to all People's Place staff and volunteers.

#### IV. DEFINITIONS

- A. Telework/telecommuting- any situation where an employee works in a location that is not owned or maintained by the employer.
- B. Working onsite- any amount of time spent working at a location that is owned or maintained by the employer.

#### V. STANDARDS

- A. All telework must be approved by your supervisor in advance of any telework. All telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.
- B. Not all positions can be performed from off-site locations. In general, positions requiring face-to-face interaction with customers and program staff are not suitable for telecommuting arrangements.
- C. The employee will maintain performance standards consistent with business needs and employer expectations.
- D. Employees must ensure that the work location is private and must maintain confidentiality while working at home.
- E. People's Place equipment may not be used by anyone other than the employee and only for business-related work. Electronic devices including smartphones, iPads, computers, etc. used for telework must be passcode and/or password protected. More specifically, phones must be password protected and computers used for work must be secured.

- F. Employees must be available to their supervisors and co-workers during scheduled work hours as designated by the supervisor.
- G. Employees must be available to attend scheduled meetings and participate in other required office activities at the home office.
- H. Telecommuting employees are required to accurately record all hours worked. For non-exempt employees' hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- I. Full -time employees will use applicable leave if they are unable to work any portion of the telecommuting day.
- J. Employees will comply with all People's Place rules, policies and procedures, practices and instructions that would apply if the employee were working at the employer's work location.
- K. People's Place is not responsible to provide telecommuting employees with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, fax machines, data and telecommunications equipment, and other equipment available for their use.
- L. Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense.
- M. People's Place will provide common office supplies, such as paper, pencils, pens, and paper clips, for employees' use in their home offices.
- N. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. 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 employer of such injuries within 24 hours of injury occurring. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- O. People's Place has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.

**VI. PROCEDURES**

**A. Telecommute Request Employee**

**Individual Responsible**

**Action**

Employee

1. Submits telework request to supervisor.

Supervisor/Program Director

1. Reviews the request and determines if the job responsibilities of the employee requesting telework would meet business necessity.
2. Discusses the request with their Associate Director.

Associate Director

1. Reviews request, job responsibilities of the position and business necessity with PD/Supervisor.
2. Approves or denies request.

Supervisor/Program Director

1. Informs the employee of approval or denial.
2. Forwards a copy of the approval or denial to HR for inclusion in the personnel file.

Human Resources

1. Files a copy of the telework request in the employees file.

#### **B. Telecommute Request Employer**

##### **Individual Responsible**

##### **Action**

Supervisor/Program Director

1. Identifies need for telework.
2. Reviews job responsibilities of the position and business necessity with Supervisor.

Associate Director/Executive Director

1. Approves or denies request and informs supervisor.
2. Forwards a copy of the approval or denial to requestor and HR for inclusion in the personnel file.

Human Resources

1. Files a copy of the telework request in the employees file.

#### **VII. REFERENCES**

- A. Work Hours Policy
- B. Leave Policy

#### **VIII. EXHIBITS**

- A. Telecommute Agreement Form