

## PEOPLE'S PLACE

### Telecommuting Policy

Approved By: Board of Directors

Review/Revision Date: 8/01/2022

#### 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 telework. Telework may be appropriate for some positions but not others. As such, employees granted permission to telework understand that this privilege is not an Agency-wide benefit and does not alter the terms and conditions of employment with People's Place. Telework may be determined by the employer, even if the 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. Only certain work 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 teleworking.
- E. People's Place electronic equipment may not be used by anyone other than the employee and only be used for business-related activities. All electronic devices used for business-related activities, whether Agency-issued or personal, must be passcode/password protected (e.g. smartphones, tablets, laptop/desktop, computers, ect.) Any electronic devices on which People's Place business is conducted must be stored in a secure location when not in use.

- 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 worksite.
- H. Employees will comply with all People’s Place policies, procedures and practices that would apply if the employee was working at the employer’s work location.
- I. People’s Place is not responsible for providing 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.
- J. People’s Place will provide common office supplies, such as paper, pencils, pens, and paper clips, for employees' use in their home offices.
- K. 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.
- L. People’s Place has the right to cancel or suspend employee telecommuting privileges at any time, for any reason.

**VI. PROCEDURES**

**A. Telecommute Request Employer**

<u>Individual Responsible</u>	<u>Action</u>
Supervisor/Program Director	<ul style="list-style-type: none"> <li>1. Identifies need for telework.</li> <li>2. Reviews job responsibilities of the position and business necessity with Supervisor.</li> </ul>
Associate Director/Executive Director	<ul style="list-style-type: none"> <li>1. Approves or denies request and informs supervisor.</li> <li>2. Forwards a copy of the approval or denial to requestor and HR for inclusion in the personnel file.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>1. Files a copy of the telework request in the employees file.</li> </ul>

**VII. REFERENCES**

- A. Work Hours Policy
- B. Leave Policy

**VIII. EXHIBITS**

- A. Telecommute Agreement Form