



Telework Policy and Procedure

Objective

Telework allows employees to work at home, on the road or in a satellite location for all or part of their workweek. {Client Name} considers Telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with {Client Name}.

Procedures

Telework can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest Telework as a possible work arrangement.

Any Telework arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a Telework arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal Telework arrangements must must have a satisfactory performance record.

Before entering any Telework agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a Telework arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft Telework agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work



progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, {Client Name} will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each Telework arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. {Client Name} accepts no responsibility for damage or repairs to employee-owned equipment. {Client Name} reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all {Client Name} property received and agree to take appropriate action to protect the items from damage or theft. Please note, employees are responsible for loss of equipment if found to be negligent in handling of equipment. Please reference Company Equipment Policy. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

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

The employee will establish an appropriate work environment within his or her home for work purposes. {Client Name} 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.

Security

Consistent with the organization's expectations of information security for employees working at the office, telework 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.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. {Client Name} will provide each telecommuter with a safety checklist that must be completed at least



twice per year. 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. Telework employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Meetings with clients, worksite employees, partners or prospects should be conducted in the Tilson office or via Microsoft Office, Goto Meetings or Zoom, Client/prospects office or in a public location, at no time should an employee host a work meeting in the privacy of their own home. Telework 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. Prospective telecommuters are encouraged to discuss expectations of Telework with family members prior to entering a trial period.

Time Worked

Telework 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 {Client Name}'s time-keeping system. Hours worked more than 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 Telework agreement.

{Client Name}'s regular business hours are from 8:00 am to 5:00 pm, Monday through Friday. This policy does not affect the requirement that all {Client Name} offices remain open during regular business hours.

While employees and managers have the freedom to develop arrangements tailored to employee and departmental needs, the following specific requirements must be met:

- The workweek for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.
- All full-time employee must be scheduled to work during core hours of 9:00 am to 4:00 pm.
- The specific terms of employee's schedule must be set in written agreement between managers and employees. Schedules generally must be fixed for the term of the agreement – minimum of three months but not to exceed a twelve-month period and cannot vary day to day or week to week without prior approval by a manager.
- There may be times that a manager requests an employee be present physically in the office to complete certain tasks or conduct/participate in meetings.

Ad Hoc Arrangements

Temporary Telework arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.



All informal Telework arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Please note: The organization has the right to cancel or suspend employee Telework privileges at any time, for any reason or for no reason.