

*...a better way*

**IT TELECOMMUTING POLICY**

This document defines guidelines surrounding telecommuting in the IT Department and defines which positions are candidates for an alternate work environment. 3 Pages 20-154

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**Thank you!**

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**Purpose:**

The purpose of this document is to define guidelines surrounding telecommuting in the IT Department and to define which positions are candidates for an alternate work environment. This document also defines (Company)’s expectations for various issues that are unique to telecommuting.

**Suitability & Approval:**

Telecommuting is not an entitlement and must have the prior approval of Manager and the Director of IT. Some job positions are more suitable for telecommuting than others. All telecommuting arrangements will be made on a case by case basis, focusing on the needs of the organization first and paying particular attention to the areas listed below.

Possible candidates are those employees who:

1. Can work productively on their own
2. Are self-motivated and flexible
3. Are dependable and trustworthy
4. Have exhibited satisfactory performance over the past year
5. Are organized
6. Have good communication skills

And their jobs are such that:

1. Require exempt status
2. Require independent work
3. Require limited face-to face interaction
4. Require concentration
5. Result in a specific, measurable, work product
6. Can be monitored by the amount of work produced and the quality of the work done

**Work Hours & Schedule:**

Work hours must cover (Company)’s core hours of 9 am to 3 pm (for support purposes) and have regularly scheduled work hours that are in the best interest of the company. Employee will be as accessible as their on-site counterparts during their agreed-upon regular business hours. Employee must be available to work in the office if requested by company for which reasons may include but are not limited to meetings, corporate events and during times when a project or work assignment requires constant interaction with coworkers. Current on-call expectations are not impacted by this Policy.

Weekly Telecommute Day: 🞏 T 🞏 W 🞏 Th

Employee’s normal working hours while telecommuting will be: ­­­­\_\_\_\_\_\_\_\_\_\_

**Home Environment:**

For a successful telecommuting arrangement between the employee and (Company), the following guidelines must be adhered to:

1. The employee shall designate a separate and distinct telecommuting work site within his/her home for the performance of his/her assigned duties.
2. The employee must maintain a quiet work area assuring that they are not distracted or otherwise encumbered during working hours.
3. The employee will be responsible for absorbing any costs related to the setup (e.g., furniture) of the designated work space.
4. Employee will take all precautions necessary to secure privileged information in the home and prevent unauthorized access to any company system from the home.
5. Employee are required to have a stable high-speed internet connection.
6. Employee who works at home and has dependents will have other dependent care arrangements. Working at home is not a substitute for child care or other dependent care.

**Equipment Considerations:**

The following are additional guidelines for establishing network, data and/or equipment service in the home:

1. (Company) IT will only support equipment which match the company guidelines and standard software. If the employee’s network equipment is unfamiliar to (Company) IT support personnel, it is up to the telecommuting employee to ensure that their equipment is working properly.
2. The employee agrees that the use of equipment, software, data and supplies provided by the company for use at the employee's resident and/or remote location, is limited to the employee for business purposes only.
3. In the event (Company) deems that the employee's job no longer necessitates/requires in-home equipment services, or the employee terminates employment, the employee is obligated to return all company owned equipment, software, data and supplies. The decision to remove or discontinue use of such equipment rests solely with the company. The organization does not assume any liability for loss, damage or wear of employee-owned equipment.
4. The employee is required to have 2 stable voice communication options available at all times. PC and cellular phone are considered the primary options. If cellular coverage is not stable, the employee must provide a land line option at their own expense.

**Performance Management & Evaluation:**

The following requirements are fundamental to the success of this telecommuting arrangement:

1. The employee will agree to be accessible by phone, by electronic mail, as well as for staff and other meetings deemed necessary within a reasonable time period during the agreed upon work schedule.
2. Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty in the office.
3. Personal appointments must be communicated during teleworking hours similar to onsite office hours.
4. The Employee’s duties, obligations, responsibilities and conditions of employment are not affected by telecommuting.
5. The employee is responsible for maintaining availability, appropriate levels of production, and quality of work while telecommuting. The Manager will use project management tools and performance evaluations to define the performance expectations of the employee. Specific tasks, timelines, performance measures and deliverables should be clearly identified before a work schedule that includes telecommuting is begun.
6. If employee performance declines in any way or if the employee is put on probation for any reason, telecommuting privileges will be revoked.

**Security:**

Any employee who telecommutes must use the company approved VPN software client. Additionally, the same security requirements that apply to on-site workers apply to telecommuting employees. The employee is responsible for ensuring such security.

The basic principles include, but are not limited to:

1. Information is a valuable (Company) asset and must be protected from unauthorized, incorrect or accidental access, use, modification, destruction or disclosure.
2. Employees will be held accountable for securing information by taking reasonable and prudent measures to safeguard information on a routine basis.
3. The Policy on Information Technology Security.

**Terms & Conditions, Termination of Agreement:**

*(Company)* may at any time change any or all of the conditions under which employees are permitted to telecommute, and the company will not be liable for employees' costs, including but not limited to any investment in furniture or equipment for the designated work space.

This agreement can be terminated by (Company) at any time, for any reason, with or without notice, including but not limited to circumstances when the employee’s performance does not meet company standards, or the telework agreement fails to meet the organization’s needs. Likewise, the employee may terminate this agreement at any time as well.

*I have read and agree to abide by the policy stated in the IT Department’s Telecommuting Policy as stated in this document.*

*Employee Signature/Date* *Manager Signature/Date*

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