**Sample Teleworker Guidelines**

TELEWORKER remains obligated to comply with all of EMPLOYER’s rules, practices, instructions and this Agreement. TELEWORKER understands that violation of the telework guidelines may result in termination of this arrangement.

Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the Employer. The Employer has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. Employees have the right to refuse to telework if the option is made available.

The Employer’s goals in allowing for teleworking are to:

* Improve recruitment and retention of employees
* Increase productivity
* Facilitate employee’s commuting needs before and during an emergency
* Reduce Congestion and Tardiness

**Compensation and Work Hours**

The employee’s compensation, benefits, work status and work responsibilities will not change due to teleworking. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program. Overtime needs to pre-approved by the manager in advance. The frequency of teleworking will be up to their immediate supervisor

**Eligibility**

The decision to allow an employee to telework will be made by the employee’s supervisor in consultation with Human Resources. Successful teleworkers have the support of their supervisors. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor’s ability to manage remote workers. Each department will make its own selections. Candidates for teleworking must be a full-time employee.

Selection of employees to participate is the Teleworking Program shall be based on specific work-related criteria including:

* Employee responsibilities
* Need for, and nature of, interaction with other staff and external clients
* Need for use of specialized equipment
* Availability of other qualified employees on site
* Employee job performance

An employee that is considered for teleworking must be able to work independently, be a self-starter, and demonstrate skills managing time in a productive manner. An employee must have a satisfactory or better performance level with no record of performance or conduct issues. The resources that an employee needs to do his/her job must be easily transportable or available electronically.

**Equipment/Tools**

This needs to be determined by management and by the IT department staff. There could be many variations on this; however, the provision of equipment and tools should be handled in an even-handed manner for employees teleworking.

**Workspace**

The employee shall designate a workspace within the remote work location for teleworking. The employee shall maintain this workspace in a safe condition, and free from hazards. Any employer materials taken home should be kept in the designated work area at home and not be made accessible to others.

**Office Supplies**

Office supplies will be provided by the employer as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee’s manager.

**Worker’s Compensation**

During work hours and while performing work functions in the designated work area of the home, teleworkers are covered by worker’s compensation.

**Liability**

The employee’s home workspace will be considered an extension of the employer’s workspace. Therefore, the employer will continue to be liable for job-related accidents that occur in the employee’s home workspace during the employee’s working hours.

The employee’s at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. The Employer assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours. The Employer is not liable for loss, destruction, or injury that may occur in or to the employee’s home.

**Dependent Care**

Teleworking is not a replacement for childcare or dependent care.

**Privacy and Security of Information**

Employees will adhere to all existing regulations, policies and procedures of the Employer. Employees will also protect the security of information according to policies and procedures.

**Communication**

Employees must be available by phone, email, and text during core hours. All client interactions will be conducted on a client or The Employer site. Participants will still be available for staff meetings, and other meetings as deemed necessary by management on telework days.

**Evaluation**

The employee shall agree to participate in all studies, training, inquiries, reports and analyses relating to this program.