



## Work At Home Policy

Effective 6/1/15

- A. **Purpose:** The purpose of this policy is to set forth the organization's philosophy and administrative guidelines for the Work At Home (WAH) program. Its intent is to promote telework as a means of achieving administrative efficiencies, reducing traffic congestion, supporting continuity of operations plans, better accommodation of employee needs, and sustaining the hiring and retention of a highly qualified workforce by enhancing the work/life balance.
- B. **Definition:** Telework is the use of telecommunications and computer technologies to allow employees to work at home, or to access work remotely, for at least part of the workweek. In general, teleworking is an earned benefit that requires approval and designated work by supervisors and department directors before use. Telework is available only to permanent full-time employees.
- C. **Eligibility:**
- Must be a regular, full-time employee who has successfully passed the probationary 90 day period and is not under current documented disciplinary action with the last 6 months.
  - The teleworker must have at least 8 WAH hours accrued; partial day WAH hours use is not allowed.
  - The teleworker must have a portion of their workload that can be performed away from the office without diminishing the quality of customer service.
  - The employee's supervisor or department director must set expectations for the work to be completed.
  - Employees must agree to perform the work designated by the supervisor or department director.
  - The employee must possess the appropriate equipment to allow the job to be performed away from the central worksite.
  - The teleworker must make arrangements with their co-workers and supervisor for coverage of office-site job demands that arise on telework days.
  - Remote work must not create problems for clients, projects, or staff.
  - The teleworker will be in compliance with all applicable IT, Security, Privacy and Confidentiality policies and procedures.
  - Employees must work in their regular office at least two days a week.
  - Part-time employees are not eligible for telework assignment except under exceptional circumstances.
  - The teleworker must abide by the terms of the telework agreement and the guidelines of the telework policy.
  - An employee cannot be considered if their evaluations do not indicate sustained high performance.
- D. **Accrual:** WAH hours are accrued at ½ the rate of an employee's PTO accrual.
- E. **Requests/Approvals:** Requests must be made to the supervisor and department director no later than 1 business day prior to the requested WAH hours use. Requests for same day WAH will not be honored.
- F. **Work Hours:** Telework is performed during assigned work hours, up to 3 days per week. Telework does not change the number of hours and employee is expected to work. Any changes in work hours are to be approved in advance by the supervisor, including requests for overtime or leave.
- G. **Emergency Operations:** An employee working at home must notify his or her immediate supervisor in the event of a home emergency. If conditions exist that prevent completion of the designated and agreed upon work at home, the employee may elect to use PTO or come into the office. In the event of office closure due to inclement weather or power outage, the employer will not require employee use of WAH. However, eligible employees with the minimally required WAH hours available may, upon supervisor and department director approval, choose to utilize WAH in order to continue operations and receive pay.

- H. **Performance Standards:** The performance standards for employees working at alternate work places should be equivalent to the standards used when the employees are working at the regular office. Nothing in the Telework Policy waives or changes standards of performance or behavior in the workplace.
- I. **Workspace:** The employee is responsible for establishing and maintaining a designated, adequate workspace at the alternate worksite. When the alternate site is the employee's home, the employee is responsible to maintain a designated workplace in a safe, healthy, professional, and secure manner.
- J. **Equipment:** Teleworkers are responsible for maintaining and repairing their personally-owned equipment. The organization assumes no obligation for damage or loss to personal property at the alternate worksite. All property owned by the organization used by the teleworker is to be returned to the organization when the employee ceases to telework. Equipment provided by the employer may not be used for personal purposes.
- K. **Personal Business:** An employee who is teleworking shall not conduct personal business during their work shift unless during their break time or lunch. No personal business may be conducted on organization-owned equipment unless it is related to a course of study approved by the organization. Supplies owned by the organization cannot be used for personal business.

---

Employee Signature

---

Date