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## TELECOMMUTING POLICY OVERVIEW

Outlined in this policy are telecommuting expectations, equipment, hours of work, eligibility, and more. 2 Pages 20-306

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## Telecommuting Policy - Overview

### Quick Summary of Guidelines & Expectations

See the complete “[Company] Telecommuting Policy and Guidelines” document for full details

<b>Definition</b>	Telecommuting is defined as: The use of telecommunication to work outside the traditional office or workplace, for example at home or other space conducive to professional work.
<b>Purpose</b>	This policy explains how [Company] will allow telecommuting to create the opportunity for improved staff efficiency without compromising productivity, quality or cost-effective client/customer service.
<b>Eligible Positions</b>	Jobs that can be performed from any location: <ul style="list-style-type: none"><li>• Work productivity can be monitored and measured</li><li>• Little or no need for a face-to-face presence with the public or co-workers</li><li>• Necessary files/documents can be taken off-site</li><li>• Impromptu meetings and in-person activities are not an essential part of the work</li><li>• Access to [Company] computer systems can be acquired off-site</li></ul>
<b>Worker Eligibility</b>	The employee must: <ul style="list-style-type: none"><li>• be approved for telecommuting by the Supervisor</li><li>• not have any performance or attendance issues or be on a performance improvement plan</li><li>• be able to work productively with minimal direct supervision</li><li>• have a home/family situation conducive to telecommuting</li></ul>
<b>Initial Steps</b>	<ol style="list-style-type: none"><li>1. Notify supervisor of interest in telecommuting &amp; obtain application</li><li>2. Complete telecommuter application materials, including a signed agreement between employee and supervisor</li><li>3. Attend any trainings on telecommuting offered by the department, per supervisor’s discretion</li></ol>
<b>General Conditions</b>	<ul style="list-style-type: none"><li>• Performance expectations (defined by the supervisor) must be met.</li><li>• Employee cannot be on probation or on a performance improvement plan.</li><li>• Unless indicated otherwise, all other employment terms and conditions are the same for telecommuters.</li><li>• The arrangement will be reviewed jointly by the employee and the supervisor within 6 months of initial agreement, and at least annually thereafter, to ensure compliance with the policy.</li></ul>

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<i>Specific Expectations</i>	<ul style="list-style-type: none"><li>• Work expectations: The employee will develop and follow a work plan approved by the supervisor.</li><li>• Professional contact: The extent to which the employee is reachable and responsive shall not be negatively impacted.</li><li>• In-office meetings: Attendance (in person or by phone) at work unit, Section or Department meetings, trainings, etc. is expected; the employee may need to come in to the office for coverage, emergencies, or other reasons.</li><li>• Dependent care: Telecommuting is not to be used to allow for child or elder care.</li></ul>
<i>Equipment</i>	<ul style="list-style-type: none"><li>• Telecommuter must have adequate equipment and internet capabilities to access necessary work files efficiently.</li><li>• When possible, [Company] will provide a laptop and splitter for telecommuters.</li></ul>
<i>Hours of Work</i>	<ul style="list-style-type: none"><li>• Weekly work schedule to be determined in consultation with one's supervisor.</li><li>• Travel to and from normal office location for meetings on a telecommuting day are not reimbursable (see [Company] mileage policy).</li></ul>
<i>Data Practices</i>	<ul style="list-style-type: none"><li>• Protect data privacy when using the computer and transporting files (per HIPPA requirements).</li><li>• Only files currently being worked on can be kept at home.</li></ul>
<i>Termination of Telecommuting</i>	<ul style="list-style-type: none"><li>• Supervisors have the discretion to unilaterally change, adjust or terminate telecommuting status.</li><li>• Telecommuting status may change due to: job or position changes; initiation of any kind of disciplinary action; or performance falling below agreed-upon expectations.</li><li>• The employee may request a return to an in-office location with written notice (though the specific workspace may or may not be the same as the employee's original space).</li><li>• Timing of the return to a traditional workplace setting is contingent on space and equipment availability.</li></ul>