

## **REMOTE WORK**

### **OVERVIEW**

It is the policy of the \_\_\_\_\_ to allow designated employees to telecommute where it is reasonable and practical to do so and where the operational needs of \_\_\_\_\_ will not be adversely affected.

### **DEFINITIONS**

**Remote Work** - Working at an alternate work location that is linked electronically to a central office or official work location. Telecommuting is a cooperative arrangement between \_\_\_\_\_ and an employee, based upon the needs of the job, work group and \_\_\_\_\_. Telecommuting is not a formal, universal employee benefit. Rather, it is a voluntary alternative method of meeting the needs of \_\_\_\_\_. This policy does not apply to situations where a supervisor occasionally allows an employee to work at home on a temporary, irregular basis.

**The Program** - \_\_\_\_\_'s remote work program

**Official Work Location** - The location of the office to which the employee is assigned. By default, the official work location of employees who work from alternate work locations is the official work location of the employee's supervisor. In all cases of such designations, the location must be in the best interest of \_\_\_\_\_. An employee may have only one official work location.

**Alternate Work Location** - The primary location from which a telecommuting employee works using a technology based platform, such as a networked computing device connected to the employee's official work location via \_\_\_\_\_'s computer network.

**Authorized Persons** - Those persons who have been granted access rights to \_\_\_\_\_'s information technology resources by the Vice President of Information Technology

### **REQUIREMENTS AND PROVISIONS**

**Compensation and Work Hours** - The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the program. 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 program.

**Eligibility** - A request by an employee to participate in the program must be evaluated by management to ensure the request meets eligibility criteria and that the work to be performed is suitable for telecommuting. The request will also be evaluated based on the availability of necessary equipment and resources as well as whether the arrangement would benefit the organization.

To become and remain eligible to participate in the program, an employee must meet the following minimum criteria:

1. The employee must maintain an overall satisfactory performance evaluation rating.
2. The employee must not be under any form of disciplinary action(s) or have documented performance deficiencies.
3. The employee must agree to the requirements stipulated in the \_\_\_\_\_ Telecommuting Agreement.
4. The employee must agree to attend all required meetings and training programs at locations designated by \_\_\_\_\_.
5. The employee's participation in the program must be approved by the employee's supervisor, the Vice President in charge of the employee's department and the Vice President of Information Technology.
6. The employee must have a high speed internet connection (DSL, Cable, etc.).
7. The employee must continue to comply with federal, state and local laws and regulations while at the alternate work location.
8. The employee must utilize company approved remote access methods to connect to \_\_\_\_\_'s network.

**Job Responsibilities** - An employee participating in the program is subject to the same rules, policies and procedures regarding attendance, leave, job performance, performance evaluations, discipline and separation as an employee not participating in the program.

The employee is expected to meet with their supervisor to receive work assignments and to review completed work as necessary on a schedule to be determined by the supervisor. The employee will continue to complete all assigned work according to work procedures, guidelines, and performance standards. The employee will be available for staff meetings and other meetings deemed necessary by management. The employee must be available by phone and email during work hours.

Business meetings must not take place at the alternate work location. All face-to-face interactions with clients, vendors, providers and other stakeholders must not be conducted at the alternate work location.

**Workspace** - The employee shall designate a workspace at the alternate work location for placement and installation of equipment to be used while telecommuting. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. \_\_\_\_\_ must approve the site chosen as the employee's remote workspace. Any company materials taken home should be kept in the designated work area at home and not be made accessible to others. \_\_\_\_\_ has the right to make on-site visits (with 24 hours advance notice) to the alternate work location for purposes of determining that the

site is safe and free from hazards, and to maintain, repair, inspect or retrieve company-owned equipment, software, data or supplies.

**Equipment** - \_\_\_\_\_ may provide equipment for the employee to perform his/her job duties at the alternate work location. This may include computer hardware and software as well as other applicable equipment as deemed necessary. The use of equipment when provided by \_\_\_\_\_ for use at the alternate work location is strictly limited to authorized persons and for purposes relating to company business.

Company owned equipment will continue to be maintained by \_\_\_\_\_ but the user is responsible for protecting the equipment from damage and misuse. If maintenance is required on the equipment it is the responsibility of the telecommuter to return the equipment to \_\_\_\_\_ for service. The employee is expected to establish safeguards to ensure the alternate work location is free from hazards to the employee and company owned equipment. With 24 hour advance notice, \_\_\_\_\_ may inspect the alternate work location to ensure proper maintenance of company owned equipment. Company equipment must be returned upon request.

When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of that equipment. \_\_\_\_\_ will not be liable for costs related to the purchase or maintenance of employee owned equipment and will not be liable for utility expenses associated with telecommuting.

Employee owned computer equipment utilized in the program must have appropriate firewall protection, up-to-date anti-virus protection and updated operating systems with all appropriate update patches applied. Employees using a home wireless network must:

- a. Change Default Administrator Passwords and Usernames
- b. Turn on WEP or WPA Encryption
- c. Change the Default SSID
- d. Enable MAC Address Filtering
- e. Disable SSID Broadcast
- f. Assign Static IP Addresses to Devices
- g. Position the Router or Access Point Safely

The \_\_\_\_\_ telecommuting program should be consulted if assistance is needed with any of the above requirements.

**Security and Confidentiality** – The employee must comply with all company policies regarding information resources, security and confidentiality.

1. All information should be treated as confidential and should not be disclosed to unauthorized entities or individuals.
2. The employee shall protect company data from unauthorized use and disclosure, or damage as set forth in agency policies and shall comply with the public records requirements set forth in Chapter 119, Florida Statutes.

3. All records, papers, documents and correspondence must be safeguarded in a locked storage container when the work area is unoccupied.
4. Release or destruction of any records may be done only at the user's official work location in accordance with governing agency policies and procedures.
5. All files and data created by any user while utilizing agency IT resources are official agency records governed by this and other relevant agency operating procedures.
6. A periodic review of the alternate work location by agency staff may occur with at least 24 hour advance notice to ensure compliance with the appropriate security and confidentiality protocols. Any noncompliance could result in revocation of telecommuting computer related privileges and/or disciplinary action.
7. All laptop computer hard drives accessing confidential information must be encrypted.
8. Employees are forbidden from saving company data on any removable media device (USB drive, CD, floppy drive, etc.)

**Office Supplies** - Office supplies will be provided by \_\_\_\_\_ as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's Supervisor.

**Workers Compensation** - Employees in the program are covered under the Workers' Compensation Act if injured in the course of performing official duties at the telecommuting site. An employee's claim for benefits or services will be governed by Chapter 440, Florida Statutes. If an injury is determined to have been caused by employee negligence or employee failure in maintaining safe working conditions over which the employee has or had control, the employee may be subject to disciplinary action. If an employee is injured in a work-related accident at the alternate work site, (s)he must notify the supervisor immediately and complete all necessary and/or management requested forms and documents related to the injury.

**Liability** - \_\_\_\_\_ assumes no liability for injuries occurring at the alternate work site to individuals not employed by \_\_\_\_\_. This includes family members, visitors, or others that may be injured within or around the employee's home. \_\_\_\_\_ is not liable for loss, destruction, or injury that may occur in or to the employee's home.

**Travel** - \_\_\_\_\_ will not, unless it is deemed in its best interest, pay for travel costs if the employee needs to return to the official work location or if the employee needs to attend meetings and/or trainings at locations designated by \_\_\_\_\_.

\_\_\_\_\_ will pay for travel costs for travel that would have been normally incurred if the employee had been working from their official work location. In that case, \_\_\_\_\_ will pay via travel reimbursement, according to agency travel policy. The amount reimbursed will be either the cost of travel from the official work location or the alternate work location to the destination, whichever is less.

**Dependent Care** - Telecommuting is not to be utilized for providing care for others at home. An employee participating in the program is required to have adequate arrangements for care giving while participating in the program. \_\_\_\_\_ may require documentation of the care giving arrangements upon request

**Income Tax** - Employees are responsible for any tax benefits or burdens related to use of the alternate work location for work purposes. \_\_\_\_\_ will not be responsible for tax advice or tax consequences resulting from the employee's participation in the program

**Termination** - Participation in the program may be terminated at any time by the employee or the supervisor. The employee must be given notice of not less than ten (10) business days that the employee's participation in the program will be terminated, after which the employee is expected to return to work full time at their official work location. Terminations of participation in the program that are related to employee discipline or work performance deficiencies are not subject to the ten (10) business days' notice provision.