

<b>Section: Work Standards and Employee Conduct</b>	Effective/Revision Date: 10/26/2017
Policy: Telecommuting Policy	Approval:  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Managing Director</div> <div>Date</div> </div>

## Purpose

Sudden Valley Community Association considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with the Sudden Valley Community Association.

## Procedure

- 1) Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
- 2) Telecommuting can be informal, such as working from home for a short-term project or on the road during business or personal travel, or formal, as described below. Other informal, short-term arrangements may be made for employees on family or medical leave, to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. Such informal arrangements are not the focus of this policy.
- 3) Any formal telecommuting arrangement made will be on a trial basis for the first three months, and may be discontinued, at will, at any time at the request of either the telecommuter or the organization.
- 4) The Sudden Valley Community Association General Manager will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including laptop, phone, facsimile equipment, and photocopiers) for each telecommuting arrangement on a case-by-case basis. The Human Resources department will serve as the resource in this matter.
  - a) Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee.
  - b) Sudden Valley Community Association accepts no responsibility for damage or repairs to employee-owned equipment.
  - c) Sudden Valley Community Association reserves the right to make determinations as to appropriate equipment, subject to change at any time.

- d) Equipment supplied by the organization is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft.
  - e) Upon termination of employment all company property will be returned to the company, unless other arrangements have been made.
- 5) Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of company and member information accessible from their home office.
  - 6) The employee will establish a dedicated appropriate work environment within his or her home for work purposes.
  - 7) Injuries sustained by the employee while at his or her home work location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with company workers' compensation procedures. The employee is liable for any injuries sustained by visitors to his or her home worksite.
  - 8) Sudden Valley Community Association will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities.
  - 9) The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone during the agreed-on work schedule. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.
  - 10) Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.
  - 11) Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resources department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
    - a) Productivity expectations.
    - b) Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
    - c) Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
    - d) Equipment needs, workspace design considerations and scheduling issues.

- e) Tax and other legal implications for the business use of the employee's home based on Internal Revenue Service (IRS) and state and local government restrictions.

Responsibility for fulfilling all obligations in this area rests solely with the employee.

- 12) Telecommuting is *not* designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a trial period.
- 13) The availability of telecommuting as a flexible work arrangement for employees of the Sudden Valley Community Association can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, when no notice is possible.