

TELEWORKING

Teleworking, or telecommuting, is the concept of working from home or another location while still retaining a workstation at the office. Teleworking is not a formal or universal employee benefit. It is a privilege and can be denied, modified or terminated at any time for any reason and without notice. An employee's compensation, benefits, FLSA status, and work responsibilities will not change due to teleworking.

Eligible employees must have good or excellent performance, with work responsibilities that are conducive for teleworking. Any employee who wishes to telework must also have a (Practice/Org name) issued laptop or tablet device. All telework employees are required to sign a telework agreement form and get approval from his/her department head and the Vice President, Human Resources. The practice/organization has designated telework days to ensure the maximum opportunity for scheduled face to face meetings and cross organizational collaboration.

Teleworking is limited to one day per week or when combined with a "flex" schedule, teleworking is limited to one day every other week. (This is an example and will vary by organization and role)

All telework employees are responsible for insuring any property or building structure at the telework employee's residence, other than the equipment provided by Practice/Organization to the telework employees, for job-related duties. All telework employees should maintain personal insurance coverage for their apartment or home, personal property and personal liability. All telework employees must use the VPN software when working from a remote location.

The telework employee must be available by phone or e-mail during his/her regularly scheduled work hours. All telework employees need to check their voice mail and e-mail boxes several times per day. Attendance at all staff meetings and/or other pertinent meeting may require in-person attendance while others may require calling in for a meeting. It is the responsibility of the telework employee to inform the meeting leader if he/she will be calling in for a meeting.

Teleworking is not a substitute for childcare. All telework employees must arrange for appropriate childcare needs during work hours. It is not permissible to leave the workspace to transport children to and from daycare or to and from school activities during work hours. (You may vary this during crisis as needed)