



Telecommuting Policy

Approved by the Executive Director

1/2/2018

Purpose

Telecommuting is a strategy that allows employees to work on projects from a remote location. Its primary purpose is to facilitate the accomplishment of specific work projects. To that end, TSAE exempt employees may be given the right to work at home.

Who is Eligible

Employees may only work from home with the explicit prior authorization of the Executive Director. Certain positions may not be eligible for telecommuting simply due to the nature of their position as outlined in their job description. No more than two (2) employees may telecommute on the same day.

Work Schedule

Employees must establish core hours when they will be available for staff to contact them at their remote location. Notification of these hours must be given to all TSAE staff. Hours of availability should mirror the schedule utilized during a normal work day in the office.

If the employee is unable to use their approved telecommuting day (it falls on a holiday, bad weather day, using PTO time, etc.), no other day may be substituted.

Telecommuting employees will spend four days each week at the office so they are available for consultation and collaboration with other staff. The schedule will be negotiated during the course of establishing the terms and conditions of the arrangement. Regardless of the hours agreed upon, the employee is responsible for attending all scheduled meetings whether those meetings take place on his/her scheduled days in the office. In addition, the Executive Director may designate certain days throughout the year as ones in which no employee may telecommute. These will be set in advance.

Off-Site Environment

The telecommuting employee is responsible for ensuring a safe work environment at the off-site location. Any injury sustained at a remote location while conducting TSAE business will be covered by the same as if injury occurred on the TSAE premises. In the event of an injury, the employee must immediately notify the Executive Director. TSAE retains the right to monitor and inspect the off-site work place as needed.

In order to telecommute, the employee must have all the necessary equipment, including high-speed internet access. Generally, TSAE will not pay the cost of purchasing or operating telecommunications equipment at a remote location. If an employee has been given the use of a TSAE tablet/laptop, then he/she may use the tablet/laptop off site for TSAE work only. Original, record copies of documents may not be removed from the office.

Process

Each telecommuting employee should first discuss with the Executive Director the decision to request to telecommute. He/She will then sign a telecommuting agreement which specifies the terms and conditions of the arrangement. The Executive Director will review each telecommuting agreement at the beginning of each new fiscal year to determine if it is the best interest of the organization to continue this arrangement. At the Association's discretion, a telecommuting agreement may be revised or

discontinued at any time. TSAE has the discretion to impose additional terms and conditions on a telecommuting agreement as needed.

The employee remains employed at will and the telecommuting agreement does not constitute a contract of employment. Failure to comply with any of the provisions of the agreement will result in immediate termination of the telecommuting arrangement.

Remote Connection

The telecommuter must have access to TSAE communication portals. This includes being logged in to and available to respond through the following means:

- TSAE Interoffice Communication – Telecommuter must log into TSAE email and Slack for interoffice communications.
- TSAE Access to Shared Files – In many cases, TSAE will use BOX for sharing and collaborating on files. If you are unable to access these items please submit a ticket to TSAE official IT Contractor – ***THE IT GUYS*** via email at ithelp@itguysusa.com and include screen shots as much as possible.

Response Time

Each telecommuter employee will be held to the following response time when contacted by TSAE staff and especially the Executive Director during their assigned telecommuting day:

- First contact made through interoffice communication software (Slack). Telecommuter has 15 minutes to respond to initial message if a response is warranted.
- Following 15 minutes an email will be sent with the same message.
- If still no response after 60 minutes, a call will be put in to the specific telecommuter.
- If a message is left and there is no return call after 15 mins within leaving the message (a total of 90 minutes of no response has passed) a discussion will be scheduled between the telecommuter and the Executive Director to evaluate the feasibility of continuing to telecommute.

Exceptions to the above response can be made for instance during the lunch hour and this would not apply during any PTO or association holidays.