

## Telecommuting Policy and Procedure

**Objective:** Telecommuting allows employees to work at home for part of their workweek. Central Alabama Community Foundation considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate on a case by case. Telecommuting is not an entitlement and it in no way changes the terms and conditions of employment with Central Alabama Community Foundation.

**Procedures:** Temporary telecommuting can be informal, such as working from home for a short-term project, or a formal, set schedule of working away from the office as described below. Telecommuting is for special circumstance only. 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. Either an employee or a supervisor can suggest telecommuting as a possible temporary work arrangement. Employees requesting any telecommuting arrangement must complete the telecommuting request form.

Any telecommuting arrangement made may be discontinued at will and at any time at the request of either the employee or the manager. Every effort will be made to provide 7 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

**Eligibility:** Individuals requesting temporary telecommuting arrangements must be employed with Central Alabama Community Foundation for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any temporary telecommuting agreement, the employee and manager will evaluate the suitability of such an arrangement, reviewing the following areas:

- 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.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems.

**Equipment:** On a case-by-case basis, Central Alabama Community Foundation will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. Central Alabama Community Foundation accepts no responsibility for damage or repairs to employee-owned equipment. Central Alabama Community Foundation reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The

telecommuter must sign an inventory of all Central Alabama Community Foundation property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Central Alabama Community Foundation will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. Central Alabama Community Foundation will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

**Security:** 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 proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Arrangements:** Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, or special projects. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

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.