

PROCEDURE

Series:	Human Resources	COA: PA- HR 1
		CFOP:
Procedure Name:	Telecommuting for staff	
Procedure Number:	HR2809	
Revision #/Date:	N/A	
Effective Date:	1/15/2020	
Applicable to:	All staff at Brevard Family Partnership Family of Agencies (BFP FOA)	

PURPOSE: Telecommuting allows employees to work remotely (at home, on the road or in a satellite location) for all or part of their work week. BFP FOA 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 for some employees and jobs but not for others. The approval to allow an employee to telecommute is made considering the needs of the agency and position. Telecommuting is not an entitlement, it is not a companywide benefit, and does not modify the terms and conditions of employment with the BFP FOA.

PROCEDURE: Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement, however all instances of telecommuting must be approved by the Chief Executive Officer of the BFP FOA.

All telecommuting arrangements are made on a trial, contingency basis for the first three months and may be discontinued at will (and at any time at the request of either the telecommuter or the organization). Every effort is made to provide a minimum of 30 days' notice of such change to accommodate commuting, childcare, 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 formal telecommuting arrangements must be employed with the BFP FOA for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resource Manager will evaluate the suitability of such an arrangement, with consideration to 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.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the Human Resource Manager concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

On a case-by-case basis, the BFP FOA will determine, with information provided 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. The human resource and information system departments will serve as resources in this matter. 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. The BFP FOA is not responsible for damage or repairs to employee-owned equipment.

The BFP FOA 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 company 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.

The BFP FOA will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The agency will also reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job responsibilities and duties.

The employee will establish an appropriate work environment within his or her home for work purposes. The BFP FOA is not 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 are 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.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office 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 as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare 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 a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked using the company time-keeping system. Hours worked in excess of those scheduled per day and per work week require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, without the 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 Agency 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 Agency. Employees who are working from home on a temporary basis will be required to fill out a work from home form daily to account for their activities.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 3/20/2020