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|  | TITLE: Telework Policy | Approval Date |
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Introduction

Telework, also known as Telecommuting, refers to a work arrangement under which an employee performs the duties and responsibilities of his/her position, and other authorized activities, from an approved alternate worksite (e.g., home) other than the employee's traditional worksite.

While there is an expectation that normally staff will be in the workplace, it is accepted that occasionally there will be circumstances when it is mutually beneficial for an employee to work at home. This policy defines telework arrangements, sets out entitlements, eligibility criteria and other conditions that apply. The Telework Policy has been developed to provide a clear procedure for dealing with telework that ensures fair treatment and consistency of approach which is understood by all managers and employees. It provides a standard framework for reporting, monitoring and managing telework.

Policy

E-470 Public Highway Authority may allow employees to telework with job classifications/positions that have been designated as eligible for telework. E-470 Public Highway Authority may implement telework as a work option for certain eligible job classifications/positions based on specific criteria and procedures consistently applied throughout the Authority. Human Resources will be responsible for the final designating of job classifications/positions as eligible to participate in telework.

The Telework program is an employer option, and is appropriate only when it results in a benefit to both the employee and E-470 Public Highway Authority. Directors must determine the feasibility of a proposed telework arrangement before approving it. Telework should not create additional workloads for other employees or otherwise affect operational efficiency and effectiveness.

Eligibility Requirements

To be eligible for telework an employee's job classifications/positions must be designated eligible within the job description. An eligible position is defined as a position that can be performed remotely without impacting service quality or organizational operations. The eligibility of a position may change depending on circumstances. Eligibility is based on many criteria, and certain job classifications and associated job responsibilities may not be conducive to teleworking. The following requirements are presented to help the employee and manager understand if teleworking is feasible.

- Position in which all job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of a unit;
- Do not require an employee's presence at the regularly assigned place of employment;
- Allow for an employee to be as effectively supervised as he or she would be if the job functions were performed at the assigned place of employment;
- Have minimal need for specialized materials or equipment available only at the regularly assigned work site.

Additionally, a change in job duties and/or responsibilities may affect eligibility. For this reason, it is Human Recourse's responsibility to periodically assess the teleworking arrangement with the employee and the employee's Director to address any changes in eligibility.

Types of Telework Arrangements

E-470 Public Highway Authority recognizes two general types of telework arrangements:

1. **Situational ad-hoc telework**- Refers to non-routine, non-regular arrangements. These telework occur on an as-needed basis.
2. **Routine telework** - Refers to telework that occurs as part of an ongoing, regular schedule or lasting longer than three consecutive work days.
3. **Business Continuity telework** – Refers to telework that occurs based on Continuity of Operations and will last as long as necessary if an incident and/or disaster is declared.

Approving Telework Schedules

Situational ad-hoc telework- Will be permitted with Director level approval.

Routine telework - Will be permitted for employees only under the terms of a written telework Agreement (Attachment) reached between the employee and the employee's manager, director, human resources and executive director.

Business Continuity telework – Will be permitted when the E-470 Crisis Management Team has declared a disaster and has implemented mandatory work from home.

Compliance with Federal/State Employment Laws

Telework arrangements must comply with state and federal employment laws that apply to all employees. This includes the Fair Labor Standards Act (FLSA) which regulates hours worked, recordkeeping and the payment of overtime. The employee will continue to work in his or her current FLSA status while working at the alternate work site.

Work Schedule

The number of hours worked will not change because of telework. The teleworker will have regularly scheduled work hours agreed upon with the supervisor, including specific core hours and telephone accessibility. The agreed upon work schedule shall comply with FLSA regulations. Overtime work for a non-exempt employee must be pre-approved by the supervisor. In addition, the teleworker may be requested to attend "short-notice" meetings. The supervisor will use telephone conference calling whenever possible as an alternative to requesting attendance at "short-notice" meetings.

PTO and Work Scheduling Flexibilities

An employee must follow normal procedures for requesting PTO and work scheduling changes when teleworking.

Communication

In some instances, the physical absence of an employee from the regular work location may create a communication problem. Good communication is an essential part of any successful telework arrangement. Provision must be made to allow effective communication with work colleagues and external clients during the working day. Employees must be contactable at home throughout normal working hours by their manager and other employees. While teleworking, the employee shall be reachable by telephone or e-mail during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium for responses. The arrangements for contact should be agreed prior to working from home.

Teleworkers must notify their manager if they are not performing work due to illness or personal reasons and must follow the normal procedures for requesting time off.

Security

Employees must adhere to the established standards and protocol relating to information protection and security. Please see the IT Security Policy. Questions pertaining to these standards should be directed to the IT Department.

Public Records Disclosure

The work employees do while teleworking remains subject to the Authority's and other applicable regulations including the Colorado Open Records Act (CORA).

Liability

The employee's alternate workspace when used for telework is an extension of the Authority's workspace. E-470 Public Highway Authority's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. The teleworker is covered under the State's Workers' Compensation Law for injuries occurring in the course of the actual performance of official duties at the alternate workplace.

E-470 Public Highway Authority is not responsible for any injuries to family members, visitors, and others in the employee's alternate workplace. The teleworker may not have business guests at the alternate workplace.

Telework Work Space

An employee approved for telework shall be responsible for setting up an appropriate work environment within his/her alternate workplace. The Authority will not be responsible for any cost associated with the setup of an alternate workplace.

Supplies and Expenses

Supplies needed for the telework office will be obtained through the normal supply request procedures. A teleworker must seek prior approval from their manager for expenses that will be incurred. Approved expenses will be reimbursed in accordance with existing expense reimbursement policies and guidelines.

Performance

The teleworker is responsible for maintaining satisfactory work performance. A decline in work performance will result in termination of the telework agreement.

Telecommuting and the Employment Relationship

A telework arrangement does not alter an employee's work relationship with E-470 Public Highway Authority nor does it relieve an employee from the obligation to observe all policies and guidelines. An employee salary, benefits, and employer-sponsored insurance coverage will not change as a result of teleworking.