

## **Telework Policy**

JFCS encourages staff and supervisors to consider telework arrangements, and considers telework to be a viable alternative work arrangement in cases where the employee and job tasks are well suited to such an arrangement. Telework allows an employee to work at home, on the road, or at another location for part of their regular workweek. Telework is a voluntary work alternative that may be appropriate for some employees and some positions.

The teleworker is subject to the same standards of conduct and work place rules required of non-teleworking employees. Failure to comply may result in the loss of telework privileges and/or disciplinary action.

### **Employee Eligibility**

Candidates for telecommuting arrangements must:

- have all areas of job performance and attendance at a satisfactory level or above,
- possess good time-management and organizational skills, and
- be self-motivated, self-reliant, and disciplined.

### **Position Eligibility**

Participation may be limited because of the duties encompassed by the position. Some positions are not conducive to telework. Positions eligible for telework would include duties that are considered to be “portable” in that they generally can be performed at any location.

### **Types of Arrangements**

There are two types of teleworking – routine and situational. Routine telework occurs as part of an ongoing, regular schedule. Situational telework is approved on a case-by-case basis, where the hours worked were NOT part of a previously approved, ongoing and regular telework schedule. Examples of situational telework include, but are not limited to, telework necessitated by inclement weather, doctor appointment, or special work assignments. Situational telework is sometimes referred to as intermittent or unscheduled telework.

While employees and managers have the freedom to develop arrangements tailored to employee and program/department needs, the following basic requirements must be met:

- employee must be able to carry out the same duties, assignments, and other work obligations as they do when working on JFCS premises.
- employee must be available to their manager and co-workers during business hours
- employee must be available to attend scheduled meetings
- employee must not be responsible during their work hours to provide childcare to non-school-age children or during non-school-days.

## **Equipment/Furnishings/Office Supplies**

Employees who telework must use a JFCS notebook to access the agency server. Employees may use a personal computer for telework that involves use of web-based databases such as Welligent, Workforce One, and Raiser's Edge. JFCS strongly encourages use of anti-virus/anti-malware software on non-agency computers when sending files to your JFCS email or bringing files into your JFCS computer to ensure nothing gets passed onto our equipment or server.

Employees are responsible for the installation, monthly costs and maintenance of a reliable internet connection. Depending on the nature of their job, printer, scanner or fax machine may be required. Employees are responsible for providing office furnishings – such as a desk, chair, lighting, etc. Employees are responsible for purchasing printer cartridges and other supplies, as needed.

## **Request Process**

Telework arrangements are approved by the employee's manager on a case-by-case basis. Telework might not be feasible within some departments or for certain positions in a department. Employees interested in a routine telecommuting arrangement should discuss the matter with their manager and complete a Telework Agreement Form if approved by the manager. If a request for routine telework is not approved, the manager will notify HR by email. Employees must obtain manager approval for situational telework events, but a Telework Agreement Form is not required.

## **Other Requirements/Restrictions**

JFCS has the right to cancel or suspend employee telework privileges at any time, for any reason or for no reason.



## Telework Agreement

### Work Location & Hours

The employee's telework location is: \_\_\_\_\_

The employee is scheduled to telework the following days:

Monday  Tuesday  Wednesday  Thursday  Friday

The employee's core hours on telework day(s) when they are available to manager and co-workers are:

\_\_\_\_\_ to \_\_\_\_\_

Describe any additional or alternative work arrangement:

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### Specific Job Tasks

If telework is limited to specific tasks, projects, or types of work describe them here:

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### Compensation and Benefits

Employee compensation and benefits, including vacation, sick leave, and other forms of leave shall not be affected by the telework arrangement. Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will require the advance approval of the manager to work in excess of 40 hours per week.

## **Communication**

In order to maintain close communication and standards of professionalism while working from a remote location, the telework employee shall:

- Notify their manager, co-workers and receptionist of any change in the posted telework schedule
- Be available by telephone and email during agreed upon work hours
- Return calls and emails in a timely manner
- Attend meetings on telework days when requested to do so by their manager
- Display telework schedule on their JFCS Outlook calendar

## **Equipment and Expenses**

JFCS owned equipment may be used only for authorized business purposes and by authorized employees. JFCS' IT team will check the computer once every four weeks to ensure everything is working well and all software is secure and up to date. The employee is responsible for Internet fees related to work offsite.

## **Information Security**

The employee working from an alternate work location will adhere to the policies within our Staff and Compliance Handbooks. In addition:

- Employees will not take confidential information home without prior authorization and approval from their manager.
- Employees must use caution in handling, storing and transmitting JFCS client and other confidential information to ensure that it is not revealed to anyone who does not have a legitimate reason for it. Procedures include, but are not limited to, use of locked file cabinets, turning off the notebook when not in use, and any other steps appropriate for the job and the environment.
- Employees will ensure that personal data is not displayed on computers screens visible to passers-by.
- When destroying or disposing of company information, as required, employees should destroy it in a manner that it becomes unreadable.
- If you suspect your computer has a virus, do not use it to connect to the JFCS server and contact the IT department immediately.

## **Safety**

The employee confirms that they have a suitable place to work at the alternate work location. An employee is covered by Minnesota Workers' Compensation Laws while in teleworking status. The employee must report any injury to their manager or HR immediately. The employee agrees that JFCS has the right to make visits to the teleworker's remote work station to audit ergonomic and safety conditions and to investigate any work-related injuries.

## Limitations

- Employees will use their JFCS cell phone when calling clients from the telework site.
- Meetings may not be held at home work sites.
- JFCS may require that work be performed at the office location.
- Teleworkers shall make arrangements for appropriate dependent care during regular scheduled work hours except under special conditions approved by the manager.

## Termination

The agreement is not a guarantee of employment, and can be terminated at any time by either JFCS or employee. A telework arrangement will not be allowed to continue uninterrupted if it is detrimental to work quality, client service, the team, or the organization. In such situations the manager will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the manager has a responsibility to terminate the agreement.

Upon termination of employment or the telework arrangement, all employer property will be returned promptly to JFCS at the manager's request and not later than the last full day of employment.

## Agreement

The teleworker and their manager will participate in periodic reviews to evaluate the effectiveness of the teleworking arrangement.

This agreement may be amended at any time by JFCS. A copy of this agreement and any addendums or amendments will be provided to the employee and placed in the employee's personnel file.

**EMPLOYEE:** By signing, the employee states they have read, understand, and agree to the terms and conditions of this agreement:

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**MANAGER:** By signing this statement, the manager agrees to work with the employee to implement telework as described in the telework policy and this agreement.

\_\_\_\_\_  
Manager Name (please print)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date