

Telecommuting Policy

Jefferson County Public Utility District

1.0 Purpose:

To establish a telecommuting policy and set forth conditions and expectations for such arrangements. Telecommuting can benefit the PUD by creating physical distance to comply with social distancing guidelines, creating a flexible and mobile work place and reducing carbon footprint. Telecommuting allows an employee to perform regular work duties at home or in a satellite location. Telecommuting is a voluntary work alternative that may be appropriate for eligible employees. It is not an entitlement; it is not an organization-wide benefit; and it in no way changes the terms and conditions of employment with Jefferson County PUD.

2.0 Eligibility Requirements:

- 2.1 Eligible jobs for a telecommute arrangement will be determined by the General Manager and be based on functional role and business needs. For jobs that the General Manager deem to be suitable for a telecommute arrangement, the employee must obtain a second level of approval from their manager, or director, if applicable.
- 2.2 Telecommuting may be a viable option in cases where the duties of the employee can be accomplished from a home or remote office and their skill set and experience suggest they are well suited to perform their assigned duties from an alternative work location. Acceptable duties include but are not limited to:
 - a. Computer or phone-based tasks that can be accomplished without the use of specialized equipment or network access that would be hindered by working at an alternative work location
 - b. Positions that do not require intensive in-person training, collaboration or oversight by other employees or management.
- 2.3 The recommended qualifications for an employee to possess prior to entering a telecommuting arrangement include:
 - a. Demonstrated proficiency with all programs and technologies used to perform duties in alternative work locations
 - b. Demonstrated ability to perform duties independently and with little oversight
 - c. Demonstrated history of timely accomplishment of all duties associated with job description that would be performed at an alternative work location
 - d. Demonstrated ability to communicate frequently and effectively with co-workers and management while working at an alternative work location
 - e. Ability to attend in-person office or customer meetings within one (1) day notification unless other provisions have been made with the employee's manager or director
- 2.3.2 Employee must meet the following pre-approval requirements prior to entering a telecommuting arrangement:

- a. Ability to access to high speed internet capable of providing high-quality video/audio conferencing and communication, rapid large file transfer, and access to any online networks or software required to perform the duties of the position.
- b. Ability to demonstrate the repeated procurement of a safe and hazard-free workspace that enables the employee to perform work involving any sensitive or protected information without compromising the security of said information.

3.0 Approval Process

- 3.1 The employee and their manager must complete the “Telecommute Application Form” to document telecommuting expectations, days/time telecommuting will occur and how productivity will be measured and evaluated.
- 3.2 Prior to entering into any telecommuting arrangement, the employee and their manager, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - a. Job Responsibilities – the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement
 - b. 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.
 - c. Equipment needs, workspace design considerations and scheduling issues. The employee and manager will discuss the physical workspace needs and the appropriate location for telecommuting.
 - d. 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.
- 3.3 The Employee and their manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or e-mail within a reasonable time period during the agreed upon work schedule.
- 3.4 Either an employee or a manager can suggest telecommuting as a possible work arrangement, but it will require a joint agreement.

4.0 Evaluation Process

- 4.1 Any telecommuting arrangement will be evaluated on a continuing basis. Evaluation of telecommuter performance may include daily interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems.
- 4.2 The telecommute arrangement must be evaluated annually and documented during the employee performance review process.

4.3 Any telecommute arrangement may be reevaluated and/or discontinued at will and at any time at the request of either the telecommuter or the PUD.

5.0 Conditions and Expectations

5.1 Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Other informal, short-term arrangements may be made for employees on family or medical leave, or as a reasonable accommodation for a medical disability, to the extent practical for the employee and the PUD 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 on the business needs of the PUD first. Such informal arrangements are not the focus of this policy.

5.2 The employee's duties, responsibility and conditions of employment remain the same as if the employee were working at the PUD's official work location. The employee will continue to comply with Federal and State laws and regulations, as well as PUD policies and procedures, while working at the remote location.

5.3 The manager will determine, with assistance from the employee the appropriate equipment needs (including hardware, software, modems, phone, printers, etc.) for each telecommuting arrangement on a case-by-case basis. The HR and IT departments will serve as resources in this matter. Equipment supplied by the PUD will be maintained by the PUD. Equipment supplied by the employee, if deemed appropriate by the PUD, will be maintained by the employee. The employee is responsible for any damage or loss to PUD owned equipment. The PUD accepts no responsibility for damage or repairs to employee-owned equipment. The PUD reserves the right to make determinations as to appropriate equipment, subject to change at any time. In accordance with the Jefferson County PUD Employee Handbook, PUD-owned technology resources may be used for personal use on a limited basis provided there is no marginal cost to the PUD, no interference with work responsibility and no disruption to the workplace. The telecommuter should sign the "Equipment Inventory Form" and agree to take appropriate action to protect the items from damage or theft. Upon separation and termination of employment, all PUD property will be returned to the PUD, unless other arrangements have been made.

5.4 Jefferson County PUD will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The PUD will also reimburse the employee for business-related expenses that are reasonably incurred in accordance with job responsibility and in compliance with the PUD's business expense policy on the same basis as when working at the regular work location. Internet service at alternative work locations will not be provided by the PUD.

5.5 Consistent with the PUD's expectations of information security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of any protected information accessible from their home office. PUD-held information on the customers of the PUD may not be disclosed without a clear business need, or public disclosure request through the PUD's Public Records Officer.

- 5.6 The Telecommuter represents that the alternate workplace is a hazard-free, healthful and safe environment, including proper ergonomics. The Telecommuter shall act in a responsible manner to avoid injury. The Teleworker understands that failure to take proper health and safety precautions in the alternate workplace may result in discontinuation of the telecommute arrangement. Injuries sustained by the employee while at the home work location and in conjunction with regular work duties are covered by the PUD's workers' compensation procedures. Telecommuting employees are responsible for notifying their manager of such injuries in accordance with the PUD's workers' compensation procedures. The employee is liable for any injuries sustained by visitors to the Telecommuter's alternative work location.
- 5.7 Telecommuting employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in the same manner as if they were working on the PUD premises. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance written approval of their manager. Failure to comply with this requirement can result in the immediate discontinuation of the telecommuting agreement.
- 5.9 Telecommuters shall not hold in-person business meeting with internal or external clients, customers or colleagues at their residence.

**Equipment Inventory Form
Jefferson County PUD**

Employee Name: _____ Job Title: _____ Date: _____

Please indicate below the types of equipment that you have in your possession at your alternative work location to use for telecommuting.

Asset Tag ID	Description	Brand	Model	Serial No

The equipment below is eligible for reimbursement. Please follow the replacement frequency guidelines and estimated costs for replacing these items.

Equipment	Replacement Frequency	Estimated Cost
Mouse	One year	\$30
Keyboard	One year	\$30
Printer	One year	\$250
Headset	One year	\$30

I have read and understand the Telecommute Policy and agree to comply with all the conditions of the policy. I certify that the list above contains all PUD equipment in my possession at my alternative work location. I agree to take appropriate action to protect the items from damage or theft.

Employee Signature

Employee Name

Date