



Policy Title:	Telecommuting		
Policy #:	HR-001	Effective Date:	3/18/2020
		Review Date:	
		Expiration Date:	Until Rescinded or Superseded
Forms:			
Guidance:			

Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the company. The company has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. CareerSource Flagler Volusia’s (CSFV) telecommuting policy is applicable to all CSFV employees who can perform their duties from home. Employees are working from home when they complete assigned work at a location which is not a part of the premises of the company. Telecommuting assignments do not change the conditions of employment or required compliance with Policies and Procedures.

The employee’s compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program.

The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.

#### Equipment/Tools

The company may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, phone lines, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the company for use at the remote work location is limited to authorized persons and for purposes relating to company business. The company will provide for repairs to company equipment. (See IT004 Policy Access Controls.)

A loaner laptop will be provided when available. Loaner computers will vary in performance and configuration. Loaners must be returned upon request. (Personal equipment is not to be used.)

#### Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The company must approve the site chosen as the employee's remote workspace

Any company materials taken home should be kept in the designated work area at home and not be made accessible to others. NO sensitive document should be taken home. (See IT004 Policy Access Controls.)

The company has the right to make on-site visits (with 48 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve company-owned equipment, software, data or supplies.

#### Office Supplies

Office supplies will be provided by the company as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.

#### Liability

The employee's remote work location will be considered an extension of the company's workspace. Therefore, the company will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

The company will be liable for injuries or illnesses that occur during the employee's agreed-upon work hours. The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began teleworking.

The company assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

The company is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

### Dependent Care

Teleworking is not a substitute for dependent care. Teleworkers will not be available during company core hours to provide dependent care.

### Income Tax

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The company will not provide tax guidance, nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

### Communication

Employees must be available by phone and email during core hours. Employee will check in with their supervisor each morning and afternoon to discuss assignments, projects, etc. Employees will still be available for staff meetings, and other meetings deemed necessary by management.

If an employee request to work from home/remote location a formal request, via email, must be submitted to their supervisor no less than two days in advance. If the request is approved, the employee will then enter into the Telecommuting Agreement.

It is at the discretion of management to approve work from home and for the duration.

### Conditions Which Allow Employees to Telecommute:

- Parenting
- Medical reasons
- Emergency
- Bad weather

Reasons other than these are subjective to the decision of the Management.