

Subject: Telecommuting
Organization:

considers telecommuting to be a viable alternative work arrangement in only a limited number of instances. Such instances would include situations where (1) the employee may, in fact, be able to work more effectively from home, (2) where the equipment and other resources needed to work effectively are readily available at home, and (3) where individual, job and supervisor characteristics are well suited to such an arrangement. Telecommuting is a work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a companywide benefit; and it does not change the terms and conditions of the at-will nature of the employer/employee relationship as stated in the employee handbook. Telecommuting is NOT designed to be a replacement for appropriate child care. You may require you to demonstrate that you have adequate childcare arrangements in place before you will be permitted to telecommute. Also, compensation, benefits and standard work hours are not affected by the agreement. Generally, considers telecommuting to be a viable option for certain positions, however, case-by-case proposals may be considered.

Either an employee or a supervisor can suggest telecommuting. Telecommuting is NOT to be done on a last minute/daily basis without prior notification.

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 herein. Other informal, short-term arrangements may be made for employees on personal, family, or medical leave, 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 organization first. Such informal arrangements are not the focus of this policy.

Individuals requesting formal telecommuting arrangements must have exhibited above-average performance in accordance with the company's performance appraisal process and must be regular, full-time employees for a MINIMUM of one year. Employees who have been disciplined in the calendar year are not allowed to participate.

Employees desiring to telecommute should prepare a written proposal to submit to their supervisor outlining how they can accomplish their task via telecommuting. The plan should include objective methods of measuring productivity and the achievement of goals. This proposal would also include a specific telecommuting schedule (for example, work from home on Wednesday), as well as hours of work and reporting in requirements. When or if it would become necessary, an employee would need to request a temporary (short-term) change to the normal telecommuting schedule in writing.

Any telecommuting arrangement may be discontinued at will, at any time, at the request of either the telecommuter or the company.

Consistent with expectations of information asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, desks, a shredder, regular password maintenance, and any other steps appropriate for the job and the environment. Equipment supplied by the organization is to be used for business purposes only. The telecommuter will be asked to sign an inventory of all office property and agree to take appropriate action to protect the item(s) from damage or theft. Upon termination of employment or at the company's request, all company property will be returned to the company unless other arrangements have been made.

The employee will establish an appropriate work environment within his/her home for work purposes, including broadband internet access, at the employee's expense. The company will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting nor for repairs or modifications to the home office space.

The company accepts no responsibility for damage or repairs to employee-owned equipment. The company reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Telecommuters will also be expected to comply with applicable company policies (e.g., conflict of interest, confidentiality, moonlighting, safety, respect for dignity, drugs and alcohol and the like).

A designated representative of the company may visit the employee's home worksite to inspect the space for possible work hazards and suggest modifications. Repeat inspections may occur on an as-needed basis.

Injuries sustained by the employee while at their home work location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying ASC of such injuries in accordance with company workers' compensation procedures. The employee is liable for any injuries sustained by visitors to their telecommuting worksite.

The company will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The company will also reimburse the employee for all other reasonable business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities.

The employee and manager will agree to the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, e-mail, voice mail, or modem within a reasonable time period during the agreed-upon work schedule. Telecommuters may be required to come to the office as needed by the company. *Telecommuters are expected to be in the physical office location a minimum of three days per week, and there will be no*

telecommuting on Monday, Friday, or the day before a scheduled holiday or vacation day. Any employee abusing the telecommuting policy by calling or emailing at the last minute will be subject to disciplinary action including termination.

Any nonexempt employees are responsible for reporting hours worked on a daily and weekly basis. In accordance with state and federal requirements, hours worked in excess of those specified per day and per workweek will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- **Employee suitability.** The employee and manager will assess the needs and work habits of the employee.
- **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, work space design considerations, and scheduling issues.**
- **Tax and other legal implications** for the business use of the employee's home-based office (e.g., IRS and state and local government restrictions). Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resources department concurs, a draft telecommuting agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance during the trial period will include daily interaction by phone, voice mail, or e-mail between the employee and the manager, and usually weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency, with an emphasis on work output, quality, and timely completion of objectives.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process.

The availability of telecommuting as a flexible work arrangement for employees of _____ can be discontinued at any time at the discretion of _____. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting or other problems that may arise from said change. There may be instances, however, where no notice is possible.