Telecommuting

The company encourages the use of telecommuting as a way to allow our employees greater work-life flexibility. By participating in telecommuting arrangements, our employees are better able to manage their own work life flexibility. Not only does telecommuting provide greater flexibility for employees to adjust to changing work schedules and life circumstances, it also reduces our environmental impact by reducing the number of employees who are commuting to “the office”.

Telecommuting generally means that an employee is performing the duties of his/her position from a location not designated as a company office or typical worksite (e.g., a field employee’s home office). Such a location could include your home office. The employee’s non-company office worksite must be located within the United States.

Telecommuting may be on a regularly scheduled, routine basis (for example every Friday) or it may be on a case-by-case basis depending on the specific job requirements and business demands required of a certain position. Telecommuting does not include full-time, off-site work.

Eligibility:

- All exempt and non-exempt full and part-time employees are eligible for telecommuting. Employees in job share arrangements are not eligible for telecommuting.
- The job/position in question must be able to be satisfactorily performed under a telecommuting arrangement without causing undue hardship to other employees in the function or otherwise negatively impacting business functions or department or company budgets.
- Telecommuting employees must be accessible by email and phone during standard company operating hours.
- Telecommuting employees who work from home on a regular basis are responsible for having a designated work area, maintaining a safe work environment, as well as securing their work product and materials.

If you are interested in a telecommuting arrangement, you must:

1. Assess whether telecommuting is feasible in the performance of your position. Discuss the idea with your manager and engage in an active dialogue about how you will get your work done, the expectations for delivering business results, and how you will meet the needs of the position and your key stakeholders/working
2. If a telecommuting arrangement is agreed upon, it is the expectation that the Manager and Employee will clearly set parameters for the work arrangement, clearly define expectations in the beginning of the arrangement, and will maintain open and frequent communication regarding the continuation of the arrangement.

3. Telecommuting arrangements can be made via a simple email confirmation between the Employee and Manager, and documentation should be maintained by both. No formal documentation is required for personnel files to engage in a telecommuting arrangement.

4. Approved telecommuting arrangements will be re-assessed regularly to ensure that the arrangement still meets the needs of all parties. Such arrangements may be adjusted, suspended or terminated based on changed circumstances, employee performance and business needs.

5. If a request for a telecommuting arrangement is denied, the Manager should explain to the employee the business reasons why the request is not being approved.

6. The Human Resources department is available to help work through the particulars of a telecommuting arrangement.

Employees who telecommute will continue to be evaluated as they are in their current position. No adjustments will be made to any compensation or benefit plans and the Company will not reimburse employees for any costs associated with telecommuting.

- The employee is responsible for ensuring that the working conditions at a home office or other non-company work location provide for a safe and healthy working environment.
- Employees who work from home are solely responsible for determining what, if any, tax implications arise from such an arrangement. You are encouraged to consult with a tax professional before requesting a telecommuting arrangement.

Employees remain eligible for all other Company plans and programs, subject to the terms of such plans and programs. The Company may cancel, change or otherwise adjust telecommuting arrangements at any time, with or without notice.

Nothing within this policy changes the “at-will” relationship between employees and the company.