



USI IS PROVIDING THIS GUIDE TO HELP EMPLOYERS DEVELOP TELECOMMUTING GUIDELINES. PLEASE UPDATE AS APPROPRIATE FOR YOUR ORGANIZATION.

## Telecommuting Policy and Procedure in Response to Coronavirus (COVID-19)

[Company Name] is closely monitoring the ongoing threat of the Coronavirus (COVID-19) outbreak while assessing all current and potential risks to our employees. The information below is intended to increase your awareness of the available employee and client support resources and guidance from [Company Name].

### Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. [Company Name] considers telecommuting to be a viable, flexible work option in a response to CDC guidelines to reduce the risk of employees coming in contact with the Coronavirus.

Ensuring the health and safety of our employees during this dynamic and uncertain situation is our top priority. As such, if you or someone with whom you live are experiencing flu-like symptoms, or if you have been exposed to COVID-19 through travel within or outside your community, or if you have concerns about commuting or working in an office environment for any reason, please stay home and make plans with your manager to work remotely.

Any telecommuting arrangement made will be for whatever period necessary in response to the current COVID-19 pandemic.

### Eligibility

The employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing 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, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- 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.

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on employer's premises.
- The workweek for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.



- Employees must be available to their supervisors and co-workers during core work hours.
- Employees must be available to attend virtual meetings and participate in other required office activities at the home office via Skype, Webex. Except for extraordinary circumstances.
- Employees must arrange for childcare during their work hours.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the manager. Evaluation of telecommuter will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

## Equipment

On a case-by-case basis, [Company Name] will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. [Company Name] accepts no responsibility for damage or repairs to employee-owned equipment. [Company Name] reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

[Company Name] will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. [Company Name] will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. [Company Name] will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.



## Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.

[Company Name] will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

## Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using [Company Name]'s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor.