

# Telecommuting

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## **Definition**

Telecommuting is a work arrangement in which the employee works from home or other site remote from the primary traditional work place for a portion of the workday or workweek (pay period). While working away from the primary traditional work site, the employee may send work to or communicate with the office or customer via computer, telephone, fax, or other machine.

## **Eligibility**

Any full-time or part-time permanent employee who has been in his or her position for at least one year may request participation in a telecommuting agreement. Employees currently working in other flexible scheduling arrangements are not precluded from participating. All requests must be approved by the employee's supervisor/manager and department head. The decision of the department head to deny participation in or require withdrawal from a telecommuting agreement is final and cannot be made subject to appeal.

## **Application Procedure**

The employee completes the attached position screening form and submits it, along with an application, to the employee's supervisor/manager.

## **Number of Days an Employee May Telecommute**

An employee may request any number of days to telecommute with the approval of his or her supervisor/manager; however, it is [COMPANY]'s policy to permit only one or two days per workweek.

## **Meeting with Clients or Coworkers**

In order to minimize [COMPANY]'s exposure to worker's compensation claims, telecommuters may not conduct meetings in their homes. If a meeting is scheduled on your telecommuting day, you must go to the office to attend the meeting or make other arrangements (such as using a speaker phone for teleconferencing).



*Please see the following related Word documents:*

- Telecommuting Employer
- Telecommuting Screening