**4.9 TELECOMMUTING POLICY**

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek, temporarily or long term. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement or a system wide benefit, and it in no way changes the terms and conditions of employment.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement may be discontinued at-will and any time at the request of either the telecommuter or management. Every effort will be made to provide 30 days’ notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Telecommuting does not excuse employees from attending meetings, scheduled trainings, or other events at which a physical presence is required.

**4.9.1 Eligibility**  
Individuals requesting telecommuting arrangements must have a satisfactory performance record (at the determination of the Executive Director).

Before initiating a telecommuting arrangement, the employee and direct supervisor will evaluate the the following areas:

* Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
* Job description. The employee and manager will review the job description and pre-approved telecommuting potential to ensure arrangement falls within established guidelines.
* 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.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and immediate supervisor, and weekly face-to-face meetings to discuss work progress and problems.

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

**4.9.2 Equipment**

On a case-by-case basis, CRCPL will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement.  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. The employee is responsible for damage or repairs to employee-owned equipment.  CRCPL reserves the right to make determinations as to appropriate equipment, subject to change at any time. The telecommuter must sign an inventory of all library property received and agree to 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.

**4.9.3 Safety and Security**

The employee will establish an appropriate work environment within their home for work purposes. CRCPL 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 or additional incurred utility expenses.

Consistent with the organization’s expectations of information security for employees working on-site, telecommuting employees will be expected to ensure the protection of library business and patron 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.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by BWC.  Telecommuting employees are responsible for notifying the employer of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to their home worksite.

Telecommuting is not designed to be a replacement for child care. Although an individual employee’s schedule may be modified to accommodate child care 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 telecommuting arrangement.

**4.9.4 Time Worked**

Telecommuting employees will be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter’s supervisor. Fraud or failure to comply with this requirement can result in the immediate termination of the telecommuting agreement and corrective action up to and including termination.

**4.9.5 Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved by the Executive Director for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.