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Title of SOP Author	HR Director	Date of ED Approval	5-4-2020

Procedure	Telework
Purpose	Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. YVEDDI considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement or during a pandemic or other emergency situation. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Yadkin Valley Economic Development District, Inc. (YVEDDI)
References	SHRM (Society of HR Management)
Scope	This procedure generally applies to middle to upper management only. Individuals requesting formal telecommuting arrangements should be employed with YVEDDI for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. When the need arises due to extenuating circumstances, such as a pandemic, or other natural disaster or emergency situation the 12-month employment may be waived to meet the needs of the organization.
Definitions	
Procedure	<p>Before entering into any telecommuting agreement, the employee and director/manager, with the assistance of the executive director and the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:</p> <ul style="list-style-type: none"> • Employee suitability - the employee and manager/director will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters. • Job responsibilities - the employee and manager/director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. <p>Each employee will be required to turn in a Telework Log at the end of each week.</p> <p>Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and regularly scheduled face-to-face meetings in person or by Zoom to discuss work progress and problems. 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 but will focus on work output and completion of objectives rather than on time-based performance.</p> <p>An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, 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.</p>

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	<p>Equipment - on a case-by-case basis, YVEDDI 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. YVEDDI accepts no responsibility for damage or repairs to employee-owned equipment. YVEDDI 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. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.</p> <p>YVEDDI will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. YVEDDI will also reimburse the employee for business-related expenses, such as phone calls, paper, printer ink and shipping costs that are reasonably incurred in carrying out the employee's job.</p> <p>The employee will establish an appropriate work environment within his or her home for work purposes. YVEDDI 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.</p> <p>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. Other family members shall not have access to or be privy to agency/client information to comply with confidentiality policies.</p> <p>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 YVEDDI'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. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.</p>
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