

Agency Wide Policy and Procedure

SECTION: Workplace Practice

SUBJECT: Telecommuting

POLICY NUMBER: 2.15

ATTACHMENT:

Telecommuting Agreement

APPROVAL DATE: 2/2024

REVISION DATE: 4/25

Purpose: Offering flexibility with working remote, job responsibilities, flexibility, and it's the new commute option for First Resources Corp Staff.

Policy: First Resources Corp telecommuting program is designed to meet agency production needs yet still responds to the changing expectations of a modern workforce and to reduce air quality hazards. It is a is designed for selected job titles and for employees who meet specific work standards and expectations. This program allows the telecommuting employees to work at a site other than a First Resources Corp location. This is a privilege, not a right.

Program Eligibility

First Resources Corp has three elements to having successful tele-commuting:

1. Work that is independent in nature.
2. Employees who are productive, responsible, highly self-motivated, and skilled in their jobs.
3. Supervisors who are willing and able to supervise without being in constant contact with employees.

Application Process

If an employee applies for the job titles that offer the opportunity or is eligible to participate in telecommuting by:

1. Completing First Resources Corp 90-day probationary period prior to applying.
2. The employee will need to complete the First Resources Corp Telecommuting Agreement.
3. Signed approval will need to be obtained from the supervisor and from the Chief Human Resources Officer.

Program Guidelines

1. All job titles that offer the opportunity to or are eligible for participating in telecommuting with these guidelines.
2. All telecommuting employees and supervisors will:
 - a. Comply with screening and selection criteria to enter the program.
 - b. Agree to follow participation guidelines.

- c. Sign telecommuting agreement
3. Participation in the Telecommuting Program is voluntary. First Resource Corp. can cancel the telecommuting agreement, permanently or temporarily at any time. Except in cases of an emergency, the Chief Human Resources Officer shall provide an employee with 3 days' advance notice of a permanent schedule change and or 24-hour notice of a temporary change. The employee must provide the Chief Human Resources Officer with 3 days advance notice of his or her desire to return to a standard schedule at the normal work site. These timeframes can be modified by the mutual agreement of the Chief Human Resources Officer.
4. Employee Section
 - a. Telecommuting does not suit everyone. Employees with the following characteristics generally make good telecommuters:
 - i. Self- motivated
 - ii. Satisfactory performance evaluations
 - iii. History of dependability
 - iv. Function independent of direct supervision
 - v. Can deal with isolation.
 - vi. Well organized with good time management skills
 - vii. Have an adequate level of job skills and knowledge.
 - viii. Prefer the home environment.
 - ix. Moderately people oriented.
 - x. Proven good work habits.
 - xi. Views telecommuting as an alternative to the traditional work environment
 - b. Some positions require the use of equipment, such as a company laptop, that can be moved to an alternate location with reasonable ease. Other positions require the employee to be at a specific location or require equipment and information not easily taken to an alternate location. Some employees and some job titles are just not suited for this work alternative. Careful selection and candid communication are essential elements to success.
5. Supervisor's Section
 - a. The supervisor must believe that telecommuting can work and be willing to develop realistic performance goals for the employee. Supervisory support and involvement are essential for a successful program. The supervisor must support telecommuting and adapt management styles to continue providing effective guidance. Telecommuting is not a reduction of responsibility. Participation in a telecommuting program requires good communication and management skills.
6. Participation Guidelines
 - a. Telecommuting is not a substitute for child or elder care. The telecommuter must provide child or dependent care in a manner that allows job responsibilities to be successfully met.

- b. The duties, obligations, responsibilities, and conditions of the employee are not changed by telecommuting. Employees' salary, retirement, benefits, and insurance coverage remain unchanged.
- c. The telecommuting employee remains obligated to comply with all First Resources Corp rules, policies, and instructions. Violation may result in being removed from telecommuting and/or disciplinary action, up to and including termination of employment.
- d. Work hours, overtime compensation, and vacation schedule will conform to the First Resources Corp policies, Fair Labor Standards Act (FLSA), and to any other terms agreed upon by employee and supervisor, except that, those terms may not violate the laws/provisions stated above.
- e. No worker shall work more than 38 hours per workweek because of telecommuting unless s/he has received prior overtime authorization and is compensated for that overtime. The telecommuter will spend at least one regular workday per week in the office.
- f. The employee will work at a designated location during the hours agreed upon. The employee will not work elsewhere, unless agreed upon with the supervisor.
- g. The employee agrees not to engage in employment activities other than First Resources Corp assignments during telecommuting hours. Arrangements for flexible work schedules are subject to First Resources Corp policy on alternative work schedules.
- h. Telecommuters will have a method of receiving and responding to communications (i.e.: messages, mail, bulletins, training opportunities, etc.) from their supervisors or Chief Human Resources Officer. This method should be incorporated in agreement between the supervisor and the telecommuter.
- i. Expectations must be pre-established between telecommuters and supervisors regarding work assignments, productivity level, and productivity measurements to be used when an employee is telecommuting. The telecommuting program is not intended to extract more work from employees nor to encourage employees to work uncompensated hours.
- j. First Resources Corp.'s equipment is not an entitlement for telecommuters. Departments may provide equipment but are not obligated to do so. First Resources Corp must pre-approve all arrangements for the use or installation of First Resources Corp computer or phone equipment. Office supplies needed by the telecommuter will be provided by the department. All requests for equipment and supplies must be approved by the supervisor responsible. Use of First Resources Corp equipment and supplies is limited to authorized people for purposes relating to First Resources Corp business. The employee is responsible for ensuring that equipment is used properly. First Resources Corp will provide repairs to First Resources Corp equipment.
- k. When employees use his/her own equipment for telecommuting, the employee is responsible for maintenance and repair of the equipment. First Resources Corp must pre-approve all arrangements for the use or installation of First Resources Corp software or access to other First Resources Corp systems.

- l. In the event of a delay in repairing or replacement of equipment or another circumstance under which it would be impossible for the employee to telecommute, the employee will be assigned other work and/or will return to First Resources Corp workplace.
- m. The employee must designate a workspace at home that is maintained in a safe condition, free from hazards. Telecommuters will be responsible for completing a home/ workspace safety checklist.
- n. First Resources Corp workers' compensation liability for job-related accidents will continue to exist during the employees' telecommuting work hours. Any accident must be brought to the immediate attention of the supervisor.
- o. Given a minimum of 24 hours' advance notice, an appropriate representative of First Resources Corp may make on-site visits to the employees' home to determine that the work site is safe and to maintain, repair, inspect, or retrieve First Resources Corp owned equipment.
- p. Telephone charges directly related to First Resources Corp business will be paid for by the department. First Resources Corp is not responsible for the payment of utilities (heat, electricity, etc.) nor home maintenance costs.
- q. First Resources Corp is not liable for damage to the employees' real property. Employees are advised to check with their insurance advisor on the availability of incidental office liability coverage. This coverage can extend the home or rental insurance policy to cover "business pursuits" at the home. First Resources Corp is not responsible for determining insurance coverage issues.
- r. First Resources Corp may pay for the cost of software and hardware modifications. The supervisor/ manager, after consulting with First Resources Corp will obtain the necessary equipment.
 - i. Ownership of the software and all files and databases shall remain the property of the department. All software copyright laws will be strictly adhered to; in no instance will unauthorized copies be made of First Resources Corp owned software.
 - ii. The employee will take all precautions necessary to secure First Resources Corp information and equipment in his/her home, prevent unauthorized access to any First Resources Corp system or information, and will sign an equipment security agreement. The employee will comply with all Telecommuting Equipment and Security Guidelines including access procedures.
- s. Smoking is prohibited at First Resources Corp worksites in compliance with State Law and to protect the health of employees and coworkers, and to protect First Resources Corp equipment and work products. The same standards should be adhered to when one is telecommuting.
- t. Any non-compliance with these regulations can result in disciplinary action, up to including termination.