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Sample

Telecommuting Policy

Statement of Purpose

This policy is designed to assist in protecting Idaho's air quality through the use of telecommuting, while maintaining XXX's commitment to outstanding customer service and optimal productivity. When used properly, telecommuting programs can improve air quality, reduce traffic congestion, reduce commuting time and expenses for employees, extend hours of customer service, improve employee performance, and decrease overhead costs.

Definition

For the purposes of this policy, telecommuting is defined as a mutually agreed upon workplace option between XXX and the employee, which allows work to be done by an employee at an alternate work location for one or more days each week. In most cases, some work will continue to be done at the employee's usual work location.

Background

Air pollution, particularly ground-level ozone and fine particulate matter, is an immediate and on-going concern in the Treasure Valley of Idaho. It impacts citizen health, economic growth, and quality of life. Vehicle exhaust contributes significantly to air pollution in the Treasure Valley. Enabling employees to telecommute can have a positive impact on air quality by reducing vehicle emissions. Telecommuting can also provide a cost savings to both the employer and the employee, increase productivity and motivation, and provide flexibility for employees.

Statement of Policy

It is the policy of XXX to allow employees to work at alternate work locations for part or all of their work week when deemed appropriate for the employee and his/her job responsibilities. When telecommuting, the following practices shall be observed:

Meetings: Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events. In general, business meetings or visits should not be held at an alternate work location when it is in a home.

Use of Leave: Telecommuting is not intended to be used in place of sick leave, Family and Medical Leave, workers' compensation leave, or any other type of leave.

Dual Employment/Personal Business: Employees may not be employed by another entity nor operate a personal business during the hours agreed upon as work hours. Employees shall not perform personal business during the hours agreed upon as work hours.

Dependent Care: Telecommuting employees shall not act as primary care givers for dependents or others. If children or adults in need of primary care are in the alternate work location during an employee's work hours, another individual must be present to provide care.

Compliance: It is the employee's responsibility to ensure that he/she is in compliance with local zoning regulations if telecommuting from home. Telecommuters are advised to contact their insurance agent and tax consultant for information regarding alternate work locations in the home. The employee shall be responsible for tax and insurance consequences, if any, as a result of this arrangement.

Statement of Procedure

Not all employees or types of positions will be eligible for telecommuting. Employees wanting to telecommute shall submit a written request to their immediate supervisor. The supervisor will review the request according to this policy. The following factors will be considered when reviewing telecommuting requests:

- Operational needs including service to customers
- Productivity
- Costs
- Benefits
- Adaptability of job responsibilities
- Impact on other employees
- Employee's ability to work independently
- Technology, equipment, and information needs

If telecommuting is deemed appropriate for the employee submitting the request, the employee and his/her immediate supervisor shall enter into a written agreement to ensure both parties understand and agree to all job expectations during telecommuting. The agreement shall include the following:

- Duration of the agreement
- Telecommuting location
- Work schedule and how it can be changed
- How communications between the supervisor, employee, co-workers, and customers will be handled
- Any changes to the employee's performance plan and expectations because of telecommuting
- Equipment/supplies needed and who will be responsible for providing and maintaining them
- Applicable data security procedures
- Telecommuting location safety requirements
- Responsibility for utility costs
- Requirement for employees to comply with all of XXX's rules, policies, practices, and instruction
- Requirement that employees will notify their supervisor immediately of any situation which will interfere with their ability to perform their job
- Statement that the employee absolves XXX from liability for damages to real or personal property resulting from participation in the telecommuting program
- Provision for termination of telecommuting when requested by either XXX or the employee
- Provision for return of all XXX-owned equipment upon termination of the telecommuting period

Exemptions

Employees who telecommute may be required to work from the office to accommodate special events, cover work loads when other employees are out of the office, or to accommodate other special circumstances as needed.

Telecommuting privileges may be revoked at any time if it is determined the arrangement is no longer in the best interest of XXX.

Implementation

This policy shall be effective immediately from the date of signature.

Dated the XXX day of XXX, 20XX.

Signature