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| <b>HUMAN RESOURCES POLICY/PROCEDURE</b>                         |  | <b>No.<br/>HR-031</b> |
| <b>OFFICE OF PRIMARY RESPONSIBILITY:</b><br><br>Human Resources | <b>EFFECTIVE DATE:</b><br>10/25/2001<br><br><b>REV. REV. DATE.</b> | Page 1 of 4           |

**SUBJECT: Telecommuting Policy**

**REPLACES: N/A**

**OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Telecommuting policy.

**SCOPE:**

This policy shall apply to all Administrative Employees employees of the Authority.

**AUTHORITY:**

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

**POLICY:**

The Authority considers telecommuting to be a viable alternative work arrangement in cases where individuals, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with the Authority.

## Procedures

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Other informal, short-term arrangements may be made for employee on family or medical leave, to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case by case basis, focusing on the business needs of the organizations first. Such informal arrangements are not the focus of this policy.

Individuals requesting formal telecommuting arrangements must have been employed with the Authority for a minimum of 12 months of continuous, regular employment and must have exhibited above average performance, in accordance with the company's performance appraisal process.

Any telecommuting arrangement made will be on a trial basis for the first 3 month, and may be discontinued, at will, at any time at the request of either the telecommuter or the organization.

The Authority will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. The human resources and information system department will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organizations. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Authority accepts no responsibility for damage or repairs to employee-owned equipment. The Authority reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organizations is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agrees 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.

The employee will establish an appropriate work environment within their homes for work purposes. The Authority will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to home office space. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work.

After equipment has been delivered, a designated representative of the Authority will visit the employee's homework site to inspect for possible work hazards and suggest modifications. Repeat inspections will occur on an as-needed basis. Injuries sustained by the employees are responsible for notifying the employer of such injuries in accordance with company worker's compensation procedures. The employee is liable for any injuries sustained by visitors to their work site.

The Authority will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The organization will also reimburse the employee for all other business related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities.

The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or modem within a reasonable time period during the agreed upon work schedule.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the human resources department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- a. Employee Suitability - the employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- b. Job Responsibilities – the employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- c. Equipment needs, work space design consideration and scheduling issues.
- d. Tax and other legal implications for the business use of the employee's home base on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, and the human resources department concurs, a draft telecommuting agreement will be prepared and signed by all parties and a 3 (three) month trial period will commence.

Evaluation of telecommuter performance during the trial period will include daily interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluations 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 time-based performance.

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 supervisors and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individual involved.

Telecommuting is NOT designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare 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 into a trial period.

Employees entering into a telecommuting agreement may be required to forfeit use of a personal office space or workstation in favor of a shared arrangement to maximize organization office space needs.

The availability of telecommuting as a flexible work arrangement for employees of the Authority can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days notice of such a change to accommodate commuting, childcare and other problems that may arise from such a change. There may be instances, however, where no notice is possible.

#### **EXCEPTIONS TO THIS POLICY:**

Any exceptions to this policy must be pre-approved by the Executive Director.

#### **AUTHORIZATION:**

Executive Director Bryan W. Brooks

Date 9 January 2002

Department Director L. J. Murray

Date 1/14/02