

## 520.10

### TELEWORK

CESA #9 recognizes the changing nature of its workforce and the 21<sup>st</sup> century work environment due to advances in technology as well as the attitudes and practicalities of the modern workplace. Telework is an employer-sanctioned work arrangement for employees to perform some of their work at an alternate site away from their primary office location. Telework can offer benefits for the Agency and those it services as well as for those employees approved for such a work arrangement.

The goals of this policy include: provide effective, efficient and accountable services; achieve cost-effectiveness for the Agency; improve the quality of work and life for employees; and improve the recruitment and retention of employees.

Participation in telework is subject to prior approval of the employee's supervisor and Agency administrator. Supervisors are not required to allow an employee to telework. Approved telework arrangements may be done on a part-time (teleworking on a regularly scheduled basis) or situational basis (teleworking on an irregular basis or working from home during an illness/injury or for a specific assignment).

The purpose of telework is to accomplish the work assignment. Telework arrangements contribute to the Agency's goals while maintaining or improving program efficiency, productivity, service and benefits.

The following considerations will be utilized to assess whether a particular job or specific assignment is suitable for telework:

1. Specific work activities are portable and can be performed effectively outside the primary office location.
2. Specific work activities involve responsibilities that routinely occur in the field.
3. Work can be sent to/from the employee's alternate worksite with ease, speed, security, and confidentiality.
4. The need for face-to-face contact with supervisors, colleagues, or other in the workplace is minimal.
5. Access to materials, files, etc. available only at the workplace is not required.
6. Access to Internet and remote access capability is adequate without support from the Agency.
7. The job functions of the teleworker can be performed independently, with minimal dependence on support staff and supervision. Support staff are available at the CESA office only during normal working hours.
8. Results/outcomes of telework assignments are clearly defined and monitored by the supervisor.

If a job or assignment is approved for telework, the employee and supervisor will establish an appropriate schedule. Any change in schedule must be approved by the supervisor. Electronic calendar must be maintained at all

times. Teleworkers are required to report to their primary office location when requested.

Telework arrangements may be revoked or adjusted at any time due to work rule violation, job performance or to meet operational needs. While working away from their office, employees must be accessible for communication with co-workers, supervisors, and those we serve regarding job-related matters.

Teleworkers must abide by all Agency rules and standards of conduct while working at alternate worksites. The alternate worksite must provide a secure and confidential work and storage area as may be appropriate for the assignment. Appropriate leave time to accommodate personal business, illness, etc. must be requested and approved. Phone contact information for the alternate worksite will be provided to requesting individuals for performance of official work duties/responsibilities.

The Agency will not be responsible for any operating costs associated with the teleworker using his/her home as an alternate worksite (e.g., home maintenance, insurances, utilities, etc.), nor will the Agency provide counsel on personal tax issues. The teleworker otherwise does not relinquish any entitlement to reimbursement for authorized expenses while conducting business for the Agency.

Tentative Approval: June 4, 2014

FINAL APPROVAL: August 4, 2014