

**REMOTE WORK POLICY**  
**To be made into a section of the Employee Handbook**

OVERVIEW

It is the policy of Volunteer Florida to allow designated employees to telecommute where it is reasonable and practical to do so and where the operational needs of Volunteer Florida will not be adversely affected.

DEFINITIONS

**Remote Work** - Working at an alternate work location that is linked electronically to a central office or official work location. Telecommuting is a cooperative arrangement between Volunteer Florida and an employee, based upon the needs of the job, work group and the organization. Telecommuting is not a formal, universal employee benefit. Rather, it is a voluntary alternative method of meeting the needs of Volunteer Florida. This policy does not apply to situations where a supervisor occasionally allows an employee to work at home on a temporary, irregular basis.

**Official Work Location** - The location of the office to which the employee is assigned. The official work location of a telecommuting working employee is the official work location of the employee's supervisor. In all cases of such designations, the location must be in the best interest of Volunteer Florida. An employee may have only one official work location.

**Alternate Work Location** - The primary location from which a telecommuting employee works using a technology-based platform, such as a networked computing device connected to the employee's official work location via Volunteer Florida's computer network.

**Authorized Persons** - Those persons who have been granted access rights to Volunteer Florida's information technology resources by Executive Management.

REQUIREMENTS AND PROVISIONS

**Compensation and Work Hours** - The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the program.

**Eligibility** - A request by an employee to participate in the program must be evaluated by management to ensure the request meets eligibility criteria and that the work to be performed is suitable for telecommuting. The request will also be evaluated based on the availability of necessary equipment and resources as well as whether the arrangement would benefit Volunteer Florida.

To become and remain eligible to participate in the program, an employee must meet the following minimum criteria:

1. The employee must maintain an overall satisfactory performance evaluation rating.
2. The employee must not be under any form of disciplinary action(s) or have documented performance deficiencies.
3. The employee must agree to the requirements stipulated in the Telecommuting Agreement.
4. The employee must agree to attend all required meetings and training programs at locations designated by the supervisor or other member of management of Volunteer Florida
5. The employee's participation in the program must be approved by the employee's supervisor and Executive Management.
6. The employee must have a high-speed internet connection (DSL, Cable, etc.).
7. The employee must continue to comply with federal, state and local laws and regulations while at the alternate work location.
8. The employee must utilize approved remote access methods to connect to Volunteer Florida's network.

New employees will be eligible for participation after a 45 day period of in office work. Availability for the remote work program and work schedule thereafter will be dictated by the immediate supervisor.

**Job Responsibilities** - An employee participating in the program is subject to the same rules, policies and procedures regarding attendance, leave, job performance, performance evaluations, discipline and separation as an employee not participating in the program.

The employee is expected to meet with their supervisor to receive work assignments and to review completed work as necessary on a schedule to be determined by the supervisor. The employee will continue to complete all assigned work according to work procedures, guidelines, and performance standards. The employee will be

available for staff meetings and other meetings deemed necessary by management. The employee must be available by phone and email during work hours.

Business meetings must not take place at the alternate work location. All face-to-face interactions with clients, vendors, providers and other stakeholders must not be conducted at the alternate work location.

**Workspace** - The employee shall designate a workspace at the alternate work location to be used while telecommuting. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee. The employee's supervisor or other member of Volunteer Florida management must approve the site chosen as the employee's remote workspace. Any documents or materials taken home should be kept in the designated work area at home and not be made accessible to others. Volunteer Florida management has the right to make on-site visits (with 24 hours advance notice) to the alternate work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect or retrieve company-owned equipment, software, data or supplies.

**Equipment** – Please note – Unless approved by the IT Director and the COO, all employees must use Volunteer Florida provided equipment, i.e. computer.

Volunteer Florida may provide equipment for the employee to perform his/her job duties at the alternate work location. This may include computer hardware and software as well as other applicable equipment as deemed necessary. The use of equipment when provided by Volunteer Florida for use at the alternate work location is strictly limited to authorized persons and for purposes relating to Volunteer Florida business.

Volunteer Florida owned equipment will continue to be maintained by Volunteer Florida but the user is responsible for protecting the equipment from damage and misuse. If maintenance is required on the equipment, it is the responsibility of the employee to return the equipment to the Volunteer Florida office for service. The employee is expected to establish safeguards to ensure the alternate work location is free from hazards to the employee and company owned equipment. With 24 hour advance notice, Volunteer Florida management may inspect the alternate work location to ensure proper maintenance of company owned equipment. Company equipment must be returned upon request.

When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of that equipment. Volunteer Florida will not be liable for

costs related to the purchase or maintenance of employee-owned equipment and will not be liable for utility expenses associated with telecommuting.

**Security and Confidentiality** – The employee must comply with all company policies regarding information resources, security and confidentiality.

1. All information should be treated as confidential and should not be disclosed to unauthorized entities or individuals.
2. The employee shall protect company data from unauthorized use and disclosure, or damage as set forth in Volunteer Florida policies and shall comply with the public records requirements set forth in Chapter 119, Florida Statutes.
3. All records, papers, documents and correspondence must be safeguarded in a locked storage container when the work area is unoccupied.
4. Release or destruction of any records may be done only at the employee's official work location in accordance with Volunteer Florida policies and procedures.
5. All files and data created by the employee as an employee of Volunteer Florida are considered Volunteer Florida records governed by Volunteer Florida operating procedures.
6. A periodic review of the alternate work location by the employee's supervisor or other member of management may occur with at least 24-hour advance notice to ensure compliance with the appropriate security and confidentiality protocols. Any noncompliance could result in revocation of telecommuting privileges and/or disciplinary action.

**Office Supplies** - Office supplies will be provided by Volunteer Florida as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless approved, in writing, and in advance of purchase by the employee's supervisor.

**Workers Compensation** - Employees are covered under the Volunteer Florida Workers' Compensation policy if injured in the course of performing official duties at the telecommuting site. If an injury is determined to have been caused by employee negligence or employee failure in maintaining safe working conditions over which the employee has or had control, the employee may be subject to disciplinary action. If an employee is injured in a work-related accident at the alternate work site, (s)he must notify the supervisor immediately and complete all necessary and/or management requested forms and documents related to the injury.

**Liability** – Volunteer Florida assumes no liability for injuries occurring at the alternate work site to individuals not employed by Volunteer Florida. This includes family members, visitors, or others that may be injured within or around the employee’s home. Volunteer Florida is not liable for loss, destruction, or injury that may occur in or to the employee’s home.

**Travel** – Volunteer Florida will not, unless it is deemed in its best interest, pay for travel costs if the employee needs to return to the official work location.

Volunteer Florida will pay for travel costs for travel that would have been normally incurred if the employee had been working from their official work location. In that case, Volunteer Florida will pay via travel reimbursement, according to agency travel policy. The amount reimbursed will be either the cost of travel from the official work location or the alternate work location to the destination, whichever is less.

**Dependent Care** - Telecommuting is not to be utilized for providing care for others at home. An employee participating in the program is required to have adequate arrangements for care giving while working remotely. Volunteer Florida may require documentation of the care giving arrangements upon request.

**Taxation** - Employees are responsible for any tax benefits or burdens related to use of the alternate work location for work purposes. Volunteer Florida will not be responsible for tax advice or tax consequences resulting from the employee’s participation in the program.

**Termination** - Participation in the program may be terminated at any time by the employee or the supervisor. Upon termination, the employee is expected to return to work full time at their official work location.