

## TSBP Teleworking Plan

### **Purpose**

Telework is an authorized work arrangement that allows an employee to conduct on a regular basis agency business at a place other than the employee's regular or assigned temporary place of employment during all or a portion of the employee's established work hours. Teleworking is a privilege granted to eligible employees and should be approached with responsibility, accountability, and professionalism.

This plan provides guidelines and expectations for telework arrangements and does not alter any provisions of the Employee Handbook. Employees are encouraged to reference the Employee Handbook for all applicable policies. All agency policies and procedures remain in effect regardless of where or when agency work is performed.

### **Guidelines**

#### *Eligibility*

The decision to authorize teleworking agreements is within the sole discretion of the Executive Director. The Executive Director enters into agreements with employees to telework to address a lack of available office space or provide reasonable flexibility that enhances the agency's ability to achieve its mission.

Teleworking eligibility is based on various factors, including job duties being suitable for teleworking, employee performance, remote worksite suitability, and the business needs of the agency. Employees teleworking must be able to perform the essential job functions at the remote worksite as they would at their regularly assigned place of employment. While teleworking, the remote worksite must be free from unreasonable distractions and hazards and dangers to the employee and agency equipment. The remote worksite is subject to approval by the agency.

Employees who wish to telecommute must apply using the Teleworking Agreement form and Remote Worksite Safety Self-Assessment form.

#### *Employee Responsibilities*

Teleworking employees must follow the same policies, procedures, regulations, and performance expectations as established for all employees of the agency, including but not limited to communication, availability, work documentation, and time-keeping reports.

Teleworking employees are expected to work normal operating hours, unless otherwise approved by the Executive Director and Team Leader. Teleworking employees are responsible for providing adequate internet access at the remote worksite. During the agreed upon work schedule, it is expected that the teleworking employee will be available for contact by phone, email, and Microsoft Teams, or Government Zoom. The employee must respond to voicemails and phone calls from the office in accordance with agency customer service expectations. If there is excessive non-responsiveness, the employee's teleworking agreement may be terminated.

The teleworking employee must be available remotely for any scheduled meetings and must be on camera unless instructed otherwise. If an in-person meeting is required by the agency, the employee must attend in person. Employees are prohibited from conducting in-person meetings concerning agency business at an employee's personal residence.

Consistent with the agency's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of confidential and sensitive information accessible from the remote worksite. Teleworking employees will be held responsible and will be subject to disciplinary action for the loss or theft of agency information when attributable to an employee's actions or inaction.

#### *Team Leader Responsibilities*

Team Leaders should supervise their direct reports for compliance with teleworking policies. All Team Leaders are responsible for keeping the Executive Director informed of all proposed changes for teleworking employees. Team Leaders are responsible for ensuring that direct reports meet all performance and productivity standards of the position.

#### *Termination and Renewal of Teleworking Arrangements*

The agency reserves the right to terminate the teleworking agreement at any time, with or without notice, if it is determined that the teleworking arrangement no longer is in the best interest of the agency.

The agency also reserves the right to terminate without notice for any violations of agency policy or when there is a relevant change in policy or law.

Employees may terminate the teleworking agreement with advanced notice to their Team Leader.

Upon termination of a teleworking agreement, the employee must immediately return all notes, data, reference materials, memoranda, reports, records, and any agency property and equipment in the employee's possession to the employee's regularly or temporarily assigned workplace.

Employees participating in the teleworking program must complete and sign the Teleworking Agreement and accompanying Remote Worksite Safety Self-Assessment on an annual basis. Additionally, teleworking arrangements may be reviewed at any time and may require the employee to resubmit the Teleworking Agreement and accompanying Remote Worksite Safety Self-Assessment at that time. The Teleworking Agreement must be approved by the Team Leader and Executive Director.