



Telework Policy and Agreement

Board Approved June 12, 2023

Purpose:

This policy establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of teleworking. The Foundation reserves the right to revise the content of this agreement or its terms, in whole or in part, at its discretion.

Definition of Supervisor:

For purposes of this Telework Policy, the supervisor for Foundation staff is the Executive Director. The supervisor for the Executive Director is the Board President.

Safety:

Employee will verify the safety of an alternate worksite using the safety checklist of this agreement.

Employee is covered by The Community Foundation of the Dan River Region's Workers' Compensation Policy, if injured while working at the alternate worksite.

Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury that occurs while working at an approved alternate work location.

Supervisor will investigate all accident and injury reports immediately following notification.

The Foundation reserves the right to inspect the alternate work location to ensure safety standards are met.

Confidentiality:

Employee agrees to apply safeguards to protect Foundation records from unauthorized disclosure or damage.

Employee will conduct work at the alternate work location in compliance with The Foundation's information security standards.

Work Standards and Performance:

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, work output, and customer service, regardless of where the work is being performed.

Employees are expected to abide by the following general rules:

- Be transparent about your availability and keep your calendar and availability status up to date, indicating when you are online and offline.
- Maintain strong communication by conducting regular check-ins with your manager and co-workers.
- Request PTO when you intend to be away from work. Set up a dedicated workspace to allow you the most focus as possible.

Employee may be required to work at the central work location on scheduled remote work days based on operational requirements.

Employee agrees to perform telework at The Foundation approved alternate work locations and times defined in this policy.

Telework for unplanned or temporary circumstances such as school closing, family illness, etc. may be approved by Foundation supervisor.

Compensation and Benefits:

All pay/salary rates, leave/retirement benefits and travel reimbursements will generally remain as if the employee performed all work at the employee's established base work location.

A non-exempt employee who teleworks approved overtime at the direction of a supervisor will be compensated in accordance with applicable law and state policy.

Employee understands that supervisory approval must be obtained prior to working overtime hours (if non-exempt).

Employee must obtain supervisory approval before taking leave in accordance with established Foundation procedures.

Equipment and Expenses:

Employee who borrows Foundation equipment agrees to protect such equipment in accordance with Foundation guidelines.

If employee provides their own equipment, employee is responsible for servicing and maintaining it.

The Foundation will not be liable for damages to an employee's personal or real property during the performance of assigned work or while using Foundation equipment in the employee's residence.

The Foundation is not obligated to assume responsibility for operating costs, home maintenance, or any other incidental costs in the use of employee homes or other alternate work locations for telework.

Initiation and Termination of Policy:

The Foundation and employee understand that telework shall be governed by the same Foundation personnel policies as those applicable to employees at the Foundations' central workplace except as modified by this policy.

The Foundation may terminate this telework agreement at any time. Agreement may be terminated for reasons to include, but not limited to, declining performance and organizational benefit.

The employee may terminate this telework agreement at any time unless telework is a condition of employment. Two weeks' notice to The Foundation should be provided unless there are unexpected or extreme changes to circumstances.

This telework policy and agreement should be reviewed and updated annually.

Foundation Specific Terms and Conditions:

For staff, exercising the telework option will be at the discretion of the Executive Director. For the Executive Director, exercising the telework option will be at the discretion of the Board President.

Special projects or meetings can preclude this option.

The employee must give two weeks' notice to supervisor, in writing, to request approval to change telework location or schedule.

If The Foundation needs to inform the employee of the need to shift to limited telework, they will be informed in writing by their supervisor.

Policy Revision History: Adopted by Board 6/12/2023.

Telework Agreement

Employee Information:

Name: _____

Work Title: _____

Supervisor Name: _____

Start Date: _____ End Date: _____

Telework Location Information:

Street Address: _____

City: _____

State: _____

Zip Code: _____

Telework Location Phone Number: _____

Telework Location Description: _____

Remote Work Schedule:

Day of the week: _____

Schedule: _____

Safety Checklist:

The employee will designate a workspace as the home office and will maintain this workspace in a safe condition, free from hazards and other dangers to people and equipment. Employees must certify the following safety items for the area that they have designated as their telework workplace.

#	General	Yes	No
1	Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location		
2	Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.)		
3	Electrical system allows for grounding of electrical equipment (three prong receptacles).		
4	File drawers are not top-heavy and do not open into walkways.		
5	Work location space is free of excessive amounts of combustibles.		
6	Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.		
7	All stairs with four or more steps are equipped with handrails.		
8	Floors are clear and free from hazards. Carpets are well secured to the floor and free of frayed or worn seams.		

Employee Acknowledgement:

I have read and agree to the terms of this remote work policy, and I agree to the duties, obligations, responsibilities, and conditions outlined herein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____