

DENVER SOUTH TELECOMMUTING & FLEXIBLE POLICY AND PROCEDURE

Objective

A telecommuting policy is important to Denver South because it aligns the organization with its goals of increasing mobility, reducing traffic congestion, and improving air quality within the region. Telecommuting allows employees to work at home, on the road or in a satellite location when the need arises and helps ensure continuity of operations in the situation when travel may be unsafe or impossible. The Denver South EDP/TMA (“Denver South”) considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement; telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it comes with responsibilities and expectations, and it in no way changes the terms and conditions of employment with Denver South.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Prior to a telework or flexible work schedule beginning it must be approved by said employee’s supervisor.

Any telecommuting arrangement made may be discontinued at will and at any time at the request of either the telecommuter or Denver South. Every effort will be made to provide 30 days’ notice of such change to accommodate commuting, child-care and other issues which may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Employees acknowledge that any telecommuting agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

Eligibility

Before entering into a telecommuting agreement, the employee and supervisor will evaluate the suitability of such an arrangement, reviewing the following areas:

- 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.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.

- Telecommuting is not designed to be a replacement for appropriate child-care, or an alternative to taking vacation/personal time.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Expectations

While telecommuting, Employee will:

- continue to be subject to the expectations and guidelines as set forth by the Denver South Employee Handbook e.g. attendance, dress code, confidentiality, anti-discrimination, etc.
- be expected to work a 40-hour work week
 - flexible start and end times are acceptable and need to be communicated with supervisor and marked on the employee's calendar e.g. 7am - 3pm, 10am - 6pm, etc.
- be available to come into the office if a business need arises
- remain accessible during the telecommute work schedule
- check in with the supervisor to discuss status and open issues
- be available for teleconferences, scheduled on an as-needed basis
- request supervisor approval in advance of working any overtime hours (if employee is non-exempt) and
- request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.

Safety & Equipment; Information Security

Telecommuting employees agree to maintain a safe, secure, and ergonomic work environment. Regarding space and equipment, set-up, and maintenance for telecommuting purposes:

- Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location and will not be reimbursed by the employer for these or related expenses. It is preferred that the internet connection is secure.
- Employee agrees to protect company-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, where the information is stored, the systems used to process the information, or the process by which the information is stored. All electronic devices used for business purpose, e.g. phone, all computer types and/or tablets, must be password protected.
- Employee agrees that the company-equipment used should be limited to business-use only.

- Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
- Employee understands that all equipment, records, and materials provided by the company shall remain the property of the company.
- Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees 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 first on the business needs of the organization.