



<b>Policy Number:</b> HR1334	<b>Policy Section:</b> Human Resources
<b>Correlating Procedure:</b> N/A	
<b>Effective Date:</b> 11/2021	<b>Approved By:</b> Board of Directors
<b>Review Date(s):</b>	
<b>Policy Name:</b> Telecommuting and Remote Work Policy	
<b>Purpose:</b> Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. NOAH considers telecommuting to be a viable, flexible work option when both the employee and the job are suited for such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others. This policy will provide the structure for a telecommuting option for limited staff to perform job responsibilities which will assist in trip reduction and, for some positions, increase the ability to recruit and retain qualified employees.	

**Policy:**

NOAH provides the option of telecommuting for certain approved positions.

**Procedures:**

1. Explanation

- A. Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace.
- B. The telecommuting program is neither a universal employee right nor benefit. The telecommuting program is a management option that is available to qualified employees when a mutually beneficial situation exists for NOAH and the employee. Telecommuting may be terminated at any time if business conditions change or the employee does not maintain satisfactory performance.
- C. Employees regularly working in a telecommuting status must complete telecommuting work within the state of Arizona.
- D. Employees may request a review of alternative work-site due to personal needs or circumstances.
- E. When employees are absent from work on a scheduled telework day, the employee must request time off in the same manner as an on-site employee. Non-Exempt or Exempt employees who call in sick may not work from home via remote access. PTO, PST or Excused Absence must be used consistent with the Attendance and Tardiness policy.

- F. Employees on leave of absence or full furlough may not work from home. Employees on partial furlough may not work from home during the time classified as furlough.
- G. A NOAH device will be provided by NOAH IT that will be remotely managed through loaded software onto the device and through a NOAH Work Connection. User owned devices will not be supported for connectivity to the NOAH network for Remote Workers.
- H. Other personal devices such as printers, scanners, USB hubs, etc. are not permitted to be installed on NOAH devices.
- I. All equipment and devices provided by NOAH remain the property of NOAH. All support of NOAH equipment will be conducted by a NOAH IT and/or its authorized agents. Authorization to configure the software or work on the hardware is reserved for NOAH IT only.
- J. Telecommuting employees will be required to have a minimum 50MB Internet connection from a cable or telephone provider in order to have sufficient bandwidth to support the employees. This connection is the responsibility of the Remote Worker and its expense will not be reimbursed by NOAH. Satellite options will not be supported. NOAH IT will not support or troubleshoot in-home or internet provider connectivity after the initial connection to the NOAH network.

## 2. NOAH Responsibilities

- A. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the Telecommuting program.
- B. The amount of time a non-exempt staff member is expected to work per day or per pay period will not change due to participation in the Telecommuting program.
- C. Productivity will not decrease due to participation in the Telecommuting program.
- D. NOAH will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

## 3. Employee Responsibilities

- A. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits in the designated at-home workplace as he/she would in his/her office on NOAH premises.
- B. Employees are expected to attend all meetings and applicable educational in-service via voice or video conferencing software or in person, as determined by their leader. Employees may be required to attend meetings on-site and will be given reasonable notice of upcoming in-person meetings. No face-to-face work interactions are to be conducted in an employee's home environment.
- C. The employee's at-home workspace will be considered an extension of the NOAH workspace. Any job-related incident that occurs in the employee's home space during working hours must be reported pursuant to the Workers' Compensation policy. NOAH

assumes no liability for injuries occurring in the employee's designated at-home workspace outside of the agreed-upon work hours and/or workweek.

- D. Restricted-access, confidential materials will not be taken home or accessed from home unless it is a necessary part of completing one's job while telecommuting, and not without the written consent of the employee's management staff.
- E. The employee will not provide primary care for a child or other dependent during at-home working hours. Telecommuting is not an alternative for providing dependent care.
- F. The non-exempt employee's at-home work hours will conform to a schedule agreed upon by the employee and his/her management staff. If such a schedule has not been agreed upon, the employee's work schedule will be the same as it was before the employee began telecommuting. Any changes to this schedule will be reviewed and approved in advance by the employee's management staff.
- G. The employee's at home workweek will conform to the productivity performance expectations agreed upon by the employee and his/her management staff. If such performance expectations have not been agreed upon, the employee's productivity performance expectations will be the same as they were before the employee began telecommuting.
- H. The employee will report telecommuting hours in accordance with established payroll time reporting procedures and/or the established Time and Attendance reference documentation.
- I. Personal tasks and errands should only be performed during the employee's scheduled rest and meal breaks. Personal obligations, such as personal businesses, civic or volunteer activities must not interfere with work assignments.
- J. Employees must comply with all NOAH's security and confidentiality requirements.
- K. When an employee cannot access the computer network due to a technical problem or because there is system downtime, the employee must promptly notify their leader to seek direction and may be required to work from a NOAH facility. When working from a NOAH facility is not practical, the employee must use PTO or PST in accordance with the Paid Time Off or Paid Sick Time policy.