



Telecommuting Policy and Procedure

Policy Release Date: August 1, 2020

Objective

Telecommuting allows employees to work at home for all or part of their workweek. 9Line 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 but rather a companywide benefit and it in no way changes the terms and conditions of employment with 9Line. Telecommuting is also subject to approval by the government customer.

Eligibility

Employees requesting formal telecommuting arrangements must be employed with 9Line for a minimum of 180 days of continuous, regular employment. Employees must meet all performance measures as outlined in contract and performance evaluation criteria and continue to meet those standards while telecommuting. Each location must be able to maintain the appropriate office hours on all duty days.

Procedures

Requests for telecommuting will be completed by the employee using attached form. The request will then be routed through the employee supervisor, HR, and government representatives, as necessary. Employee suitability, job responsibilities, equipment needs, workspace design considerations, scheduling issues, tax and other legal implications will be considered before telecommuting is approved.

Work Log

A work log will be required to account for each day or week you are approved to telecommute. Please reach out to your supervisor or the HR Manager for guidance.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The employee is liable for any injuries sustained by visitors to his or her home worksite. Telecommuting is not designed to be a replacement for appropriate childcare. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are non-exempt (hourly paid) are required to accurately record all hours worked using 9Line's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement will result in the immediate termination of the telecommuting agreement.

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.



Request for Telecommuting

Employee Name:

Date:

Schedule Requested:

Work Location:

I have met the following requirements:

- I have been employed with 9Line for at least 180 days.
- I have met all performance measures as outlined in contract and performance evaluation criteria.

I also understand that:

- I must continue to meet all performance measures while I am authorized to telecommute.
- Telecommuting privileges may be revoked at any time by supervisor, HR, or Government customer.
- Work logs are/are not required to be completed each day/week.
- I am expected to ensure the protection of proprietary company and customer information.
- I am expected to maintain a safe workspace free from safety hazards.
- If I am a nonexempt employee, over time must be approved in advance.

Employee Signature:

Supervisor's Approval:

HR Approval:
