

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

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TELECOMMUTING POLICY

03/07

PURPOSE

The American Library Association's (the "Association") Telecommuting Program is designed to recognize the benefits of providing association employees alternatives to traditional work practices that provide flexibility, to increase the effectiveness of the association.

DEFINITION

For the purposes of this policy, telecommuting is defined as a remote-access arrangement for at least part of the workweek on a regular basis. In general, telecommuting is a privilege, which may be granted under appropriate circumstances to eligible employees whose job responsibilities are suited to such an arrangement.

ELIGIBILITY

- A. Full-time or part-time regular employees who have been in their positions for at least six months may apply for participation by completing a Telecommuting Agreement, unless it is negotiated as part of the hiring process. Employees currently working in other flexible scheduling arrangements are not precluded from participating.
- B. Employees must have and maintain a minimum Performance Rating. Telecommuting will not be available to employees on probation and/or in progressive discipline.
- C. The choice of a work schedule for an individual or a unit must be made subject to the overriding requirement that full department operations, services, and commitments will be maintained. In all cases, flexible schedules are subject to unit approval.
- D. Employees should have a demonstrated ability to work well with minimal supervision, have a thorough knowledge and understanding of their job tasks and operations, have a history of reliable and responsible accomplishment of work duties, and have demonstrated an ability to establish priorities and manage their time.

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- E. The opportunity to work at home is a management option; telecommuting is not a universal employee benefit. An employee's participation in the Association's Telecommuting Program is entirely voluntary. Either the employee or manager may terminate telecommuting without cause.
- F. Requests for telecommuting will be considered on an individual basis to determine if the employee has the necessary skills and abilities to participate in the program; and if the telecommuting employee can adequately perform the employee's job duties. Telecommuting requests can originate from the employee or the Association.
- G. Telecommuting is not available for long-distance work. Employees must reside in the geographical area of their regular work location. The telecommuting location must not be in an area that exposes the Association to new tax or other regulatory liabilities.

GUIDELINES

- A. The approval of telecommuting, and the determination of the number of days an individual may telecommunicate are made based on the unit's ability to maintain full departmental operations, services, and commitments. In all cases, telecommuting schedules are subject to unit/department and Human Resources approval. Employees are expected to normally be in the office at least one day per week.
- B. Employees are required to complete a Telecommuting Agreement (see attachment) and have it approved before they begin telecommuting. A current signed and approved Telecommuting Agreement must be on file during any telecommuting arrangement.
- C. Telecommuting Agreement should be reviewed quarterly, but must be reviewed and renewed annually.
- D. The supervisor and the employee must agree upon the equipment to be used in telecommuting. The employer is not required to provide equipment for the telecommuting location; however, with the approval of supervisor, the employee

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may be provided with employer-owned equipment necessary to perform work assignments.

- E. The Association has established security controls and conditions for use of Association equipment. The telecommuting employee must apply approved safeguards to protect Association equipment and supplies. All Association records, files and documents must be protected from authorized disclosure or damage and returned safely to the official work location immediately upon request. In addition, any computers used for the editing or sending of ALA documents must have up-to-date virus protection active. ITTS is responsible for monitoring and retrieving as required, association equipment assigned off-site.
- F. In order to reduce worker's compensation liabilities, employees will not use their homes to receive work-related visitors. Meetings should take place at ALA's offices, or with the manager's approval at a restaurant or other appropriate location. Telecommuters are covered by worker's compensation when performing official work duties at the telecommuting location.
- G. Telecommuting employees will verify via the Telecommuting Agreement that the telecommuting location provides workspace that is free of safety and fire hazards and shall agree that the Association will not be held responsible for any and all claims, excluding worker's compensation claims, that result from working at the telecommuting location.
- H. While telecommuting, employees should be accessible, within reason, via telephone and e-mails during agreed upon work hours. Telecommuters must notify their office if they leave their telecommunicating locations, much like they would inform the receptionist when leaving the traditional office during the workday. If a meeting is scheduled on a telecommuting day, employees must go to the office to attend the meeting or make other arrangements, such as teleconferencing.
- I. Employees will maintain their pay status (i.e. exempt or non-exempt) while working from a telecommuting location. Employees who work pre-approved overtime will be compensated in accordance with applicable laws and regulations.

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Managers are responsible for not accepting the results of unapproved overtime work and will act vigorously to discourage it.

By signing the Telecommuting Agreement, employees agree that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.

- J. Telecommuters are subject to all of the Association's policies and procedures as other employees.
- K. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.
- L. The Association reserves the right to modify or eliminate the Telecommuting Program at anytime.

PROCEDURES

- A. If the employee and job are deemed suitable for telecommuting, a Telecommuting Agreement specifying the terms and conditions of telecommuting must be signed by the employee, the employee's supervisor, Unit Manager and the Department Head prior to the start of the telecommuting arrangement. The request should also include a rationale statement as to how this arrangement would be beneficial to the Association.
- B. The original Telecommuting Agreement must be forwarded to the Human Resources Department for inclusion in the employee's personnel file. The employee and supervisor should retain a copy of the Telecommuting Agreement for their records.
- C. The employee and supervisor must agree upon if there are any Employer-owned equipment to be used in the telecommuting arrangement.
- D. A Telecommuting Work Plan must be included as part of the Telecommuting Agreement. The Telecommuting Work Plan must include at a minimum the following:

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- a. Specific description of the duties to be performed;
 - b. Established workdays and work hours;
 - c. Explanation as to how supervision will be provided; and
 - d. Explanation as to how work products and outputs will be reviewed monitored and measured.
- E. The Human Resources Department must be notified in writing of any modification to or cancellation of any Telecommuting Agreement.
- F. Individuals should check with their tax accountant to determine if they are eligible for tax credits related to a home office.

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American Library Association

Exhibit A

TELECOMMUTING AGREEMENT

This is an agreement between the American Library Association (the "Employer"), _____ (the "Employee"), and _____ (the Employee's "Supervisor") and shall cover the period from _____ through _____.

This agreement establishes the terms and conditions of telecommuting.

The Employee volunteers to participate in the telecommuting program and to follow the applicable guidelines and policies. The Employer agrees with the Employee's participation.

Duration: This agreement is subject to review and for renewal every three months by the Employer, Employee or Supervisor.

Work Hours: Work hours and telecommuting location are specified as part of this agreement.

Pay and Attendance: All pay, leave and travel entitlement will be based on the Employee's official work location. The Employee's time and attendance will be recorded as if performing official duties at the official work location.

Leave: Employee must obtain Supervisor's approval before taking leave in accordance with established office procedures. The Employee agrees to follow established procedures for requesting and obtaining approval of leave.

Overtime: An Employee working overtime, approved in advance by Supervisor, will be compensated in accordance with applicable law and rules. The Employee understands that Supervisor will not accept work products resulting from unapproved overtime. The Employee agrees that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.

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Equipment: Supervisor and Employee must agree upon the equipment to be used in telecommuting. The Employer is not required to provide equipment for the telecommuting location; however, with the approval of Supervisor, the Employee may be provided with Employer-owned equipment necessary to perform work assignments.

Employer-owned Equipment: (List all Employer-owned equipment including telecommunication services.)

Maintenance of Equipment: Equipment provided by the Employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the Employer. Equipment provided by the Employee will be at no cost to the Employer, and will be maintained by the Employee.

Cost: The Employer will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities), associated with the use of the Employee's residence. The Employee is eligible for any reimbursement for authorized expenses incurred while conducting official business for the Employer.

Liability: The Employer will not be liable for damage(s) to the Employee's property resulting from participation in the telecommuting program. In signing this document, the Employee agrees to hold the Employer harmless against any and all claims, excluding workers' compensation claims.

Workers' Compensation: The Employee is covered by workers' compensation if injured in the course of performing official duties at the telecommuting location.

Verification of Home Safety: In signing this agreement, the Employee verifies that the telecommuting location provides workspace that is free of safety and fire hazards.

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Work Assignments: The Employee will meet regularly with Supervisor to receive assignments and to review completed work. The Employee will complete all assigned work according to procedures mutually agreed upon with Supervisor.

Evaluation: The evaluation of the Employee's job performance will be based on established standards. Performance must remain satisfactory to remain a participant in the program. Employees will not be allowed to telecommute while on probation and/or in progressive discipline.

Records: The Employee will apply safeguards, which are approved by the Employer to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the official work location.

Curtailment of the Agreement: The Employee may stop participating in this program at any time. Management has the right to remove the Employee from the program if participation fails to benefit organizational needs.

The Employee agrees to work at the official work location or telecommuting location, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action.

Work Hours and Location: The following are the official work location, telecommuting location and general work hours agreed to as part of this Telecommuting Agreement:

Official Work Location:

Telecommuting Location:

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General Work Hours:

DAY	HOURS (start time and end time)	LOCATION O = Official Work Location T = Telecommuting Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Lunch		

Telecommuting Work Plan: (Include a description of duties to be performed; how work output will be reviewed, monitored and measured; and how supervision will be provided.) (Attach additional sheet if necessary.)

We agree on this date to abide by the terms and conditions of this agreement.

_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Unit Manager	_____ Date
_____ Executive Director	_____ Date