

Stark County Board of Developmental Disabilities

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TELECOMMUTING

POLICY

Telecommuting can provide employees with a number of benefits to include greater productivity and increased job satisfaction. The employer can also benefit from increased job satisfaction, leading to increased employee retention and lower recruitment costs.

The Board defines the principle of telecommuting as permitting an eligible employee to work from home for business reasons for up to two (2) work shift(s) per pay period. Telecommuting employees must have demonstrated a thorough and productive understanding of their job, and have been in the job for a minimum of six (6) consecutive months.

Telecommuting is not a suitable option for all jobs or all employees. This policy establishes selection criteria for eligible non-represented and represented employees to include employees who:

- Have demonstrated a thorough and productive understanding of their job and are not in their probationary period.
- Have demonstrated a consistent and acceptable level of productivity and quality. Examples may include the following:
 - Receiving “meets” or “exceeds” on their most recent performance evaluation.
 - Meets TCM expectations and/or meets ISP timeliness expectations, or meets other applicable job expectations.
 - Completes required documentation as established by written guidelines.
- Demonstrated the ability to work independently with minimal levels of supervision.
- Perform job duties that are not location-specific.
- Maintains a satisfactory attendance record in accordance with Board Policy 4.15 Attendance, Tardiness, and Sick Leave.

Historical Resolution Information	Reviewer(s):						
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PROCEDURE

1. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment.
2. Employees must maintain an updated work calendar and remain available via phone and/or connected to the SCBDD email system while working at home. Employees must have access to job specific systems such as iData and Gatekeeper. If the employee has a SCBDD issued cell phone, it must remain “on” and the employee is expected to answer calls. If the employee does not have a work cell phone, it is expected that she/he will check work voice mail messages regularly.
3. The employee must be performing essential work while working at home. Just checking messages is not acceptable. The supervisor may ask for specific information about the work performed while at home and/or ask that this is provided on an accounting log.
4. Employees working at home are not permitted to schedule in-person meetings in their home. Appointments should always be scheduled at a community location or at a Board facility.
5. Employees cannot perform domestic duties that interrupt work time while at home. The employee cannot be preparing meals, providing personal care, or similar activities and record that time as work time. If work time is frequently interrupted by these types of duties, it will be impossible to distinguish “work time” from non-work time and work at home would not be appropriate.
6. Work at home is limited to two (2) work shifts per pay period. The minimum period for work at home is two (2) hours.
7. Employees must secure the agreement of their immediate supervisor prior to the actual date of home working, and follow the regular daily clock-in procedure established for their department. Retrospective requests will not normally be agreed and any absence may be considered as unauthorized, which may lead to disciplinary action being taken. If an employee is unable to work on the day which they had expected to work from home due to sickness, injury or otherwise, they must follow the Board’s Attendance Policy for reporting off.
8. The employee’s immediate Supervisor will be responsible for monitoring the employee’s performance while working from home.
9. While working from home, employees will remain subject to all confidentiality policies and procedures.

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10. Employees working from home are required to comply with all Board policies and procedures that cover the use of IT equipment and applications.
11. If there are numerous telecommuting requests within a work group or department, seniority may be used as a determining factor.
12. The employee's Supervisor will have final approval on authorizing telecommuting pertaining to the day of the week the employee works from home. If authorizing a telecommuting day would result in back to back days out of the office, the Supervisor may request that the employee request a different day to work from home. A request for telecommuting time during a week with other paid time off should be kept to a minimum.