

Note that this is an old document and not up to date since we went full virtual, but maybe there is some helpful info here. ~ Torrie

Telecommuting and Alternative Work Arrangement Policy

KIT's work is accomplished through a great deal of collaboration by employees working both in departments and on cross-functional teams. KIT benefits from the synergy that varying types of expertise and experiences bring to our mission. Frequent contact between diverse employees enhances our culture and improves our work product. To that end, KIT maintains two physical offices, a headquarters in San Diego and a satellite office in Washington, DC, for employees to work with physical collaboration. However, the national scope of KIT's work means that talent that lives outside of these two physical locations are eligible for hire, if they meet the requirements of the job and are deemed the best candidates. These employees will most often work a full telecommute schedule, working remotely from the headquarters or satellite office.

Employees who work out of the headquarters or satellite office may also be able to benefit from a telecommute (work performed away from the office, on a regular schedule) or an alternative work arrangement (for instance, working 4 ten-hour days instead of 5 eight-hour days), depending on a number of factors outlined in this policy. KIT believes that working from home may be desirable for several reasons: flexible hours can help employees and their families; telecommuting can save time, expense and natural resources, and customized arrangements can help retain valuable employees.

No employee is entitled to, or guaranteed the opportunity to telecommute. Offering the opportunity to work at home is a management option, based on the position description and at the discretion of the employee's immediate supervisor. An employee's participation is strictly voluntary. All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or the immediate supervisor (although it is recommended that two weeks notice be given if possible). KIT management must prioritize the needs of the organization in meeting its objectives first and foremost.

If an existing employee wishes to try a telecommute option for a regular portion of their schedule, they must submit a written request to their supervisor identifying the benefits of a telecommute arrangement on their work product and productivity. The supervisor will complete an evaluation and present a recommendation to KIT's CEO. If the request is approved, the arrangement will be granted on a 2-month trial period, at which time the supervisor and employee will evaluate whether it is a productive arrangement worth continuing. If approved, the arrangement will be reviewed annually. Telecommute options will also be explored during the hiring process with new employees, and may be extended in the offer letter. Arrangements are made at the discretion of KIT's management staff.

Telecommuting Agreement

1. Employee's name and title:

2. Telecommuting Arrangement -- day(s) and times of the week:

3. The opportunity to telecommute on the day(s) and time(s) listed above has been provided to me by KIT. The organization can revoke this privilege at any time, and employment at this organization is on an at-will basis.

By signing below, I agree to:

A. Bear costs related to the establishment and maintenance of my home workstation, including but not limited to:

- High speed Internet access
- Ergonomically correct furniture

KIT will provide a laptop computer, and other equipment and materials depending on the job requirements.

B. Ensure that my home workstation is safe, secure, and free from distraction.

C. Be available by phone and email during the times agreed upon by me and my supervisor while telecommuting and check phone and email messages regularly while telecommuting,

E. Agree that no third party visitor meetings will occur at the telecommute location. All meetings will occur at the organization's office or the other party's office or location.

F. Promptly return all organizational paper files taken home on telecommuting days and keep all confidential files in a secure location at my workstation while they are in my possession.

G. Agree that telecommuting shall not be used as a substitute for dependent or child care. Employees who telecommute are expected to make dependent and child care arrangements during the period they will be working at home.

H. Follow all agency policies, including the policies for prevention and reporting of safety concerns and prohibited harassment. Agree that all agency policies (including our policy on proper use of electronic communications which allows employer access to all electronic communications) applies equally to communications made from a home computer.

I. Employees may, at the discretion of their supervisor, be called in to work on their regular telecommuting workday during their regular work hours to meet workload requirements.

J. Make use of KIT's cloud-based collaboration tools, including Office 365, WebEx, Salesforce and Basecamp.

J. Employee's signature and date:

Supervisor's signature and date:

Telecommute/Alternative Work Arrangement Questionnaire for Supervisors

Supervisors should complete this form upon receiving a request.

Supervisor: Date:

Employee submitting request and title:

Description of request (for example, to telecommute on Fridays, to work four ten-hour days per week, to work from 11 am - 7:30 pm each day, etc.)

1. Position and impact to organization

- Is the position compatible with the request? For example, administrative positions that support the rest of the staff, provide a lot of customer service, or positions that entail limited time in the office because the work is performed regularly in the field don't lend themselves well to alternative work arrangements.
- What will the impact be on the rest of staff, including supervisor, supervisor's supervisor, and other staff? For example, who will cover for the employee when they aren't available?
- How strong is the impact? For example, working outside core hours one day a week is relatively low impact while telecommuting three days per week is relatively high.

2. Employee performance:

- Has the employee proven him/herself dependable?
- Has the employee proven him/herself capable of working independently?
- Does the employee have a track record of meeting goals and achieving work plan outcomes?
- How important is it for our organization to retain this employee?

3. Does the request create cause for concern that the position just isn't a good fit for the employee? For example, if the employee indicates that working 40 hrs a week is too much then a request for telecommuting isn't going to solve the problem.

4. Is the employee's home office (For telecommuting requests only) equipped with the following:

- High speed Internet access
- Ergonomically correct workstation furniture

5. What is your recommendation regarding this request?