

**VILLAGE OF SALTAIRE
REMOTE WORK POLICY
ADOPTED _____**

Background

Telecommuting allows specific and approved employees to work at specific locations other than the Village Office or the Village for portions of their workweek. The Village of Saltaire considers telecommuting for approved employees to be a necessary work option when and if both the employee and the job are suited to such an arrangement, particularly in light of the main office's remote location and the limited vehicle accessibility of the barrier island location. Telecommuting may be appropriate for some employees, jobs and times of year, but not for others. Telecommuting is not an entitlement, it is not a Village-wide benefit for Village employees, and in no way changes the terms and conditions of the employment of any employee with the Village of Saltaire or the obligations of the Village or the employee under State or local law.

Procedures

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or the Village. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

A specific location must be designated for the location of the employee while telecommuting.

Telecommunication cannot be used while performing services for another employment or organization or during time that has been designated by the employee as vacation or similar nonworking time.

Eligibility

Employees requesting formal telecommuting arrangements must be employed with the Village of Saltaire for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Employees working in the Recreation Administration may only request formal telecommuting arrangements outside of the summer camp season.

Employees working in the Lifeguard Administration may only request formal telecommuting arrangements outside of the summer lifeguard season.

Before entering into any telecommuting agreement, the employee and Village Administrator will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and Village Administrator will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and Village Administrator will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and Village Administrator will review the physical workspace needs and the appropriate location for the telework.
- Location suitability. The employee should designate a location where the telecommunicating work is to be performed that is agreed to be a location that is suitable for the employee's telecommuting work.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and Village Administrator agree, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the Village Administrator, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and Village Administrator will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Although the telecommuter has the availability for a more flexible schedule, communication with the non-remote office staff and the public remains critical. As a matter of routine, the remote employee must be available and therefore an assessment of the timeliness of the telecommuter's response to non-remote staff will be key factor in evaluating the success of the telecommuting arrangement. The remote employee who requests flextime must have their flextime schedule approved in advance and in writing so that all non-remote employees are aware of their work hours and so the time-parameters of any claim for work-related injuries are established.

Total Annual and Seasonal Limits on Telecommuting

The telecommuting agreement(s) approved by the Village Administrator shall not result in the non-remote office staffing schedule to fall below the following limits:

- A minimum of 3 administrative staff in the office per day from May 1 through October 1.
- A minimum of 2 administrative staff in the office per day from October 1 through May 1.

If that occurs, the Village Administrator shall have sole authority to modify any or all of the telecommuting agreement(s) so that those minimum staff limits are maintained.

The following limits are set for any individual telecommuting agreement that can be authorized by the Village Administrator with any employee of the Village.

- No employee may telecommute more than 100 work days in any fiscal year (June 1 through May 31)
- From May 1 through September 30:
 - No employee may telecommute more than 2 consecutive work days and no more than 30 total work days.
- From October 1 through April 30
 - No employee may telecommute more than 20 consecutive days without first working non-remotely for at least 10 consecutive days.

Any request by the Village Administrator and/or the employee for remote work allocation above these limits must be approved by the Board of Trustees prior to implementation. The primary criteria for exceeding these limits that the Board will consider, and the employee and Village Administrator must demonstrate, are that:

- The employee can effectively perform all of his or her job functions with minimal or no personal contact with the public.
- The absence of the employee in the office does not create a situation where the minimum in-office staffing minimums are not met or puts undue or unfair burden on the other employees to maintain those minimums staffing levels.

Equipment

On a case-by-case basis, the Village of Saltaire will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement.

Equipment supplied by the Village will be maintained by the Village. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Village of Saltaire accepts no responsibility for damage or repairs to employee-owned equipment. The Village of Saltaire reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only.

All Village IT, equipment and security policies must be followed by the employee, including but not limited to that no Village equipment may be used for a personal use.

The telecommuter must sign an inventory of all the Village of Saltaire property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of the telecommuting agreement or approval or employment with the Village, all Village property will be returned to the Village, unless other arrangements have been made.

The Village of Saltaire may supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Village of Saltaire will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment at the agreed telecommuting location including but not limited to within his or her home for work purposes. The Village of Saltaire 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.

Security

Consistent with the Village'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. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. 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 child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Village of Saltaire'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 may result in the immediate termination of the telecommuting arrangement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved by the Village Administrator for circumstances such as inclement weather, special projects or business travel that is being performed by or for the Village. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made by the Village Administrator for employees on family or medical leave to the extent practical for the employee and the Village.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Village.