

# CHELCO PROCEDURE

## 201.001 TEMPORARY TELEWORK

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Office(s) of Primary Responsibility: Human Resources & Training

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### Overview

In the event of unusual or extenuating circumstances, a full-time employee may be authorized to work from home or another approved remote location (here after referred to as telework). Teleworking allows employees to work at home, on the road, or in a satellite location for all or part of their workweek as approved by the employee's executive team member.

CHELCO considers temporary teleworking to be a viable, flexible work option when the employee, the job, and the telework location are suited to such an arrangement. Teleworking may be appropriate for some employees, jobs, and locations, but not for others. Teleworking is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with CHELCO. Teleworking is only authorized when it is in the best interest of the Cooperative.

CHELCO policies and procedures remain in effect while teleworking. Unless otherwise approved by the CEO, all teleworkers are expected to adhere to all policies while working remotely.

### Procedures

Temporary teleworking arrangements may be approved for circumstances such as inclement weather, special projects, pandemics, 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 Cooperative and with the consent of the employee's health care provider, if appropriate.

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

Only the supervisor, with respective executive team member approval, can suggest teleworking as a possible temporary work arrangement. If the telework period is for five (5) or more days, supervisors will have the affected employees complete the CHELCO [Telework Agreement Form](#).

Any teleworking arrangement will be on a temporary basis and will be discontinued at will and at any time at the sole discretion and direction of CHELCO leadership.

**Eligibility**

Unless otherwise directed by the CEO, individuals considered for temporary formal teleworking arrangements must be employed with CHELCO full-time and have a satisfactory performance record.

Before entering into any teleworking agreement, the supervisor and executive team member, with the assistance of the Human Resources & Training department, will evaluate the suitability of such an arrangement, reviewing the following areas:

**Employee suitability.** The supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers.

**Job responsibilities.** The supervisor and executive team member will discuss the job responsibilities and determine if the job is appropriate for a teleworking arrangement.

**Equipment needs, workspace design considerations and scheduling issues.** The employee and supervisor will review the physical workspace needs and possibly, the appropriate location for the telework.

**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 executive team member approves and the supervisor and employee agree, the CHELCO temporary teleworking agreement will be prepared and signed by all parties.

An appropriate level of communication between the teleworker and supervisor will be agreed to as part of the discussion process.

**Equipment**

CHELCO will determine on a case-by-case basis, 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 teleworking arrangement. The Information Technology departments will serve as the resource in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. CHELCO accepts no responsibility for damage or repairs to employee-owned equipment. CHELCO 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. The teleworker must sign an inventory of all CHELCO property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

CHELCO will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. CHELCO will not be responsible for costs associated with the setup of the employee's home work area, such as remodeling, furniture or lighting, nor for repairs or modifications to the home work space.

The employee will ensure that any electronic equipment used will only be connected to the UL approved surge protector, provided by CHELCO, and a grounded electrical outlet.

The employee will be responsible for securing, with a lock or other security device, the telecommunications equipment provided by CHELCO, and will be responsible for any damage to the equipment, which are the result of failure to secure.

**Security**

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

The employee will also be responsible for the safeguarding of records, files, correspondence, and so forth. The employee must not allow non-company individuals to see, copy, or perform work on the materials provided to employee for telecommuting assignments. Employees may not allow a non-company individuals to use company-owned equipment or software.

**Safety**

CHELCO cares about the safety of our employees. The Cooperative expects, and is required to ensure, that teleworking employees adhere to all applicable safety and OSHA requirements. The employer has the right to inspect the home worksite, with prior notice, to ensure that the equipment is being properly maintained. Visits should be scheduled in advance during normal business hours.

The teleworking employee represents that the alternate workplace is a safe and healthful work environment including proper ergonomics. The teleworker shall act in a responsible manner to avoid injury. The teleworker understands that failure to take proper health and safety precautions in the alternate workplace may result in discontinuation of the teleworking agreement.

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 Cooperative's workers' compensation policy. Only accidents or injuries in the designated work area are generally covered by workers' compensation. Other areas in the work location/home and adjacent to the work location/home are not covered. Injuries or accidents in the work location/home suffered by the employee who is not performing work at the time will ordinarily not be covered by workers' compensation. Teleworking employees are responsible for notifying their supervisor of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Teleworking is not designed to be a replacement for appropriate child care. Although, if pre-approved by management, 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 teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering into a temporary telework agreement.

**Time Worked**

The employee should be reachable within reason during the employee's regularly scheduled working hours, whatever those hours may be.

Teleworking 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 CHELCO's time-keeping system or, if required, manual timesheets. Failure to complete such records or fraudulently completing such records will result in discipline up to and including immediate termination. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the teleworker's supervisor.

Teleworkers who are exempt from the Fair Labor Standards Act will keep a record of actual time worked at the alternate work location for the purposes of demonstrating accountability to their agreed upon work schedule.

The teleworker and the supervisor mutually agree to adhere to and evaluate a daily work plan. The supervisor will review the proposed work plan and approve, adjust or decline the proposal based on reasonable priorities.

The teleworker will provide a status report of completed work to their supervisor as requested. Work progress status reports will occur at least once per week. This report may be as complex or simple as the teleworker and supervisor think is necessary to remain accountable for work being accomplished. Status reports may be done through email, text message or by phone. The supervisor shall verify the quality and quantity of work done in accordance with the established work plan.

In the event the teleworker does not provide the required status reports, and/or the supervisor cannot verify the quality and quantity of work done, the teleworking agreement may be discontinued.

**Expenses**

Unless otherwise indicated in the telework agreement, CHELCO will not be responsible for any utility costs (e.g. electricity, phone, internet, etc.) incurred as a result of this temporary telework agreement.

If a CHELCO phone is not provided, CHELCO will also reimburse the employee for business-related long-distance phone calls that are reasonably incurred in carrying out the employee's job.

This procedure will be reviewed at least biannually or more frequently as legislation or other requirements warrant.

Approved: Approved Electronically via PolicyTech  
Steve Rhodes  
Chief Executive Officer

01/31/2022  
Date