

I. **SUBJECT:** Telecommuting

II. **OBJECTIVE:**

- A. To recognize the benefits of providing applicable employees the temporary opportunity to work from an alternate location from their primary reporting location, in an effort to increase efficiency and/or safety during periods of time such as pandemics, natural disasters, or when safety of the roads or workplace is compromised.

III. **POLICY:**

- A. Employees are responsible for all normal job responsibilities while telecommuting. If an individual is unable to complete one or more of their expected tasks, they must notify their supervisor as soon as possible.
 - B. The approval of telecommuting, and the number of days an individual may telecommunicate are made based on the individual's ability to maintain full operations, services, and commitments required of their position, and based on the temporary conditions that make the benefits of telecommuting applicable.
 - C. The alternate work location is not intended to permanently replace the employees primary reporting location.
 - D. Telecommuting is not a universal employee benefit. Telecommuting schedules are subject to the approval of the individual's department head and the CEO, and may be ended at any time.
 - E. The Cooperative will not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as an alternate work location. Examples include, but are not limited to: hardware/software repair, telephone equipment service or repair, travel costs which would not otherwise be incurred, office desk or chair, broadband/internet access.
 - F. Employees are responsible for ensuring their alternate work location is a safe environment. Injury resulting from unsafe work conditions at the employee's
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alternate work location, which is not in control of the Cooperative, is the responsibility of the employee.

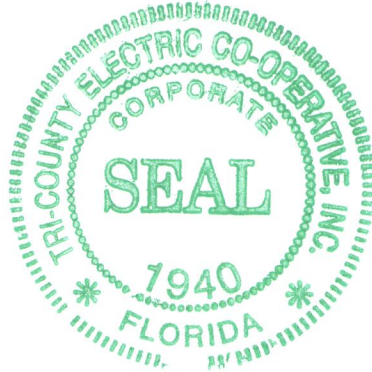
- G. Employees who are required to telecommute will be provided a cooperative laptop, tablet, or other device that will allow them to complete their required tasks at the alternate reporting location.
 - a. The IT department will keep a log of all equipment assigned to telecommuting employees.
 - b. All equipment must be returned to the IT department in a reasonable time frame when an employee has finished their telecommunication term.
- H. Telecommuting employees will not use their homes to receive work-related visitors. Meetings should take place on the Cooperatives property, a Cooperative approved meeting site, or via an approved online application such as Zoom, Web Ex, Microsoft Teams, or any other cooperative approved platform.
- I. While telecommuting, employees should be accessible, within reason, via telephone, text messaging, and e-mails during agreed upon work hours. If an employee will be unavailable for an extended period during the agreed upon work hours, they must notify their supervisor as soon as possible.
 - a. Employees will be required to use personal leave if they are unable to work any portion of the telecommuting day.
- J. 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.
- K. Telecommuting employees are expected to meet the same standards and professionalism expected as if they were working at their normal reporting location
- L. Telecommuters are expected to adhere to all Cooperative policies and procedures regarding security and confidentiality of sensitive information available from Cooperative business.
- M. The employee is responsible for addressing and resolving any questions about the employee's ability to deduct expenses related to telecommuting. The tax implications of utilizing a home office are the responsibility of the employee.

IV. APPLICABILITY

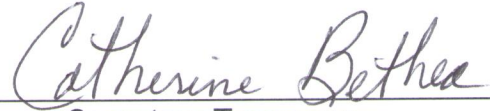
This policy applies to all employees who are deemed able to telecommute as determined by their Department Head and the CEO, irrespective of the time of day or location of the user. Users violating the letter or spirit of this policy are subject to be disciplined, up to and including termination.

V. RESPONSIBILITY:

The CEO, VP of Corporate Services, and IT department are responsible for the administration of this policy.



Attested:


Secretary-Treasurer

Approved: July 13, 2020
Revised:
Effective: July 13, 2020
Reference: Minutes, Board of Trustees' Meeting, July 13, 2020