

KLAMATH FAMILY HEAD START

PERSONNEL

POLICY & PROCEDURE #: 730

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SUBJECT: Telecommuting

POLICY:

Klamath Family Head Start can offer a remote work alternative for employees when appropriate.

PURPOSE:

To allow staff to work remotely when it appropriate and as an emergency alternative.

PROCEDURE:

Telecommuting requires authorization from your manager, supervisor or HR, and it will be granted in our sole discretion. Authorization given to one employee to telecommute does not imply or guarantee that authorization will be given to you or to other employees. Authorization to telecommute may also be granted in emergency situations or as a means to comply with a government mandate, and in those instances, the authorization to work remotely is intended to be temporary and may be modified or revoked as soon as the mandate or restrictions are lifted.

1. Telecommuting Workspace

Setting up a telecommuting office requires some advance planning to ensure you have an adequate workspace and the necessary equipment and supplies to do your job well. Important considerations to keep in mind when planning the telecommuting workspace include:

- A quiet work area free from distractions.
- Adequate lighting without distracting or obstructing glare.
- Minimal noise that could interrupt or distract you from work or otherwise impede your ability to focus or work efficiently.
- Appropriate desk space, size and orientation ergonomically designed to safely and efficiently accommodate the equipment the employee must use (laptop, etc.).
- A comfortable office chair with adequate back and lumbar support and orientation adjustments necessary to allow employee to remain in a stationary position for extended periods of time.
- Office equipment including a laptop or computer, remote access, and a multi-function printer/scanner/copier must be available for your use while telecommuting. The equipment you use to telecommute must be compatible with the equipment you use in your office at work.

2. Furniture, Equipment and Supplies

Provision of the furniture necessary for telecommuting is your sole responsibility. KFHS will not provide furniture or reimburse you for furniture you may purchase.

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In the event you need access to KFHS-owned office equipment to telecommute, you must make arrangements with your supervisor regarding the terms and duration of such provisional use. If we authorize you to use KFHS-owned equipment to telecommute, the equipment remains the sole and exclusive property of KFHS at all times. Your intended use shall not interfere with KFHS's right to revoke or modify its permission without notice to you or your consent and/or to demand immediate return of the equipment and property.

While telecommuting, you will be responsible for the costs of installation and maintenance of a modem and internet connection sufficient to allow you to work during regular business hours. KFHS will install communications software on the laptop.

You are not responsible for purchasing supplies (paper, print cartridges, etc.) necessary for work performed at home or while telecommuting. We do expect you to coordinate closely with your supervisor regarding the use of KFHS supplies and to use the supplies in an efficient, economical and ecologically-friendly manner.

3. Confidentiality and Data Security

During the Virtual Office Operations, security and confidentiality must be maintained to the same extent and standard as required for work performed at our sites. In doing so, please abide by the following:

- All KFHS documents and records, including restricted-access or confidential material, may not be taken out of our offices or accessed through download from the cloud-based network onto a personal computer or device unless approved in advance by your supervisor.
- Everyone must take appropriate steps to ensure that non-employees do not access KFHS's data or confidential information in print or electronic form.
- Be aware of your surroundings and do not discuss confidential information within earshot of others.
- Although printing work materials remotely should be restricted, it may be necessary in order to complete necessary work. Please remember that while at the sites KFHS has put into place processes for you to utilize locked recycle bins, which are shredded according to required standards. Please keep any paper materials restricted from access by others while working remotely by storing them in a locked case when not in use and bring to the office to be shredded or stored upon your return.

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3. Accurate Time Records

As with all KFHS employees, you are expected to track and report your time accurately for all hours worked. Working remotely has its challenges because distractions and interruptions are far more likely to occur than they would in an office workplace. Children, pets, friends, television, snacking, etc., all may sabotage a telecommuter's best intentions.

Employees who are granted permission to telecommute must remain vigilant and diligent in their time tracking efforts to ensure they are working efficiently and productively. Employees who fail to report their time accurately or who appear to be abusing the privilege to work remotely may be disciplined, up to and including termination. KFHS reserves the right to change, amend and revoke its authorization to telecommute at any time and for any reason without prior notice to you.

4. Using and Insuring Employee's Personal Property

Be aware that KFHS is not responsible for insuring your equipment in your home or other location where you may telecommute. If you are using your own equipment and it breaks while performing work for KFHS or it is lost or stolen, KFHS is *not* liable for the theft, damage or loss of use of your equipment. Please also exercise diligence and caution in keeping the equipment and all electronic data that may be stored on it secure to prevent hacking and other unauthorized data breaches.