**Temporary Telecommuting Policy**

**Updated: March 18, 2020**

In the event of an emergency such as a weather disaster or pandemic, SEMMCHRA may allow or require employees to temporarily work from home to ensure business continuity.

**Procedures:**

In the event of an emergency, SEMMCHRA may require certain employees to work remotely. These employees will be advised of such requirements by the department supervisor or Executive Director. Preparations should be made by employees and supervisors well in advance to allow remote work in emergency circumstances. This includes identification of appropriate equipment needs, such as hardware, software, phone and data lines. The Information Technology vendor of SEMMCHRA is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department supervisor can initiate a temporary telecommuting agreement during emergency circumstances. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by the Administrative Development Director and signed by the employee and his or her supervisor.

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

SEMMCHRA will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only. Equipment provided by SEMMCHRA remains subject to all applicable company policies, including but not limited to the following policies set out in the Employee Handbook: Solicitation and Distribution; Personal Visits and Telephone Calls; Use of Communications and Computer Systems; and Personal and Company-Provided Portable Communication Devices. To the extent the employee provides or uses any personal equipment to perform work for SEMMCHRA, such equipment will be subject to all applicable policies during any time that the employee is performing work for SEMMCHRA.

Consistent with the organization'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.

Employees should not assume any specified period of time for emergency telework arrangements, and SEMMCHRA may require employees to return to regular, in-office work at any time.