

DELTA TELECOMMUTING AGREEMENT <i>Last revision: 7/16/2018</i>				Companion Document(s): DELTA SOP-I-0002-Telecommuting DELTA Equipment Authorization Form		
Name:		FLSA:	Exempt __	Non Exempt __	Date:	
Phone #:		Alternate means of contact:				
Worksite Address:		Telecommuting Schedule:				

PURPOSE:

DELTA management supports telecommuting from home offices when feasible as part of creating a flexible and supportive work environment. Telecommuting is a voluntary work arrangement in which an eligible employee with approval works one day each work week from home instead of commuting to their assigned work station, or arranges flexible scheduling with their supervisor that result in some part of the employee’s working hours throughout the business week being completed away from their assigned work station. Recognizable benefits from telecommuting include:

- Telecommuting is a valuable management strategy for improving the effectiveness of the DELTA organization.
- DELTA benefits from high employee retention because telecommuting enhances job satisfaction by providing flexibility.
- Telecommuting removes employees from office distractions when needed, allowing them to concentrate on work tasks that need uninterrupted time, enhancing productivity.
- Ensures telecommuting eligible employees can operate from home in case of an emergency, including adverse weather. This is essential for a successful business continuity plan.
- Telecommuting saves people from incurring fuel expenses associated with driving to and from work and promotes an environmentally sensitive organization.

DECISION MAKING AUTHORITY:

- All approved telecommuting schedules are discretionary and require management approval.
- Managers may rescind telecommuting privileges if the employee is not performing satisfactorily. The return of telecommuting privileges to a permanent employee will be reviewed and documented at the next performance review event.
- Managers may rescind telecommuting privileges in any situation where business needs require an individual’s presence in the office.
- Management may approve any work schedule for a telecommuter as long as it is consistent with the telecommuter’s work plan, the work group’s requirements and DELTA standard operating procedures.
- Telecommuting eligibility shall be based on specific, written, work-related criteria established by management, normally based on employee’s position description and work plan.
- As with any work schedule, telecommuting assignments or schedule changes may be made at management’s discretion to meet management needs or to accommodate an employee’s request when feasible.
- Telecommuting is generally not intended for situations involving DELTA employees working from home on a full-time basis, and is not intended for employees handling family care arrangements that interfere with productive work. Employees may undertake family care obligations on a temporary basis with prior, written departmental management approval.

ELIGIBILITY

The candidate for telecommuting should display work-related behaviors consistent with those of successful telecommuters inclusive of:

- A history of reliable and responsible discharge of work duties; e.g., at a performance level of “satisfactory” or higher;
- Full understanding of the operations of his/her department;
- Is able to establish priorities and has demonstrated effective time management habits;
- Works effectively with minimal supervision;
- Pursues high-quality work production;
- Can maintain a safe and ergonomically sound home work area, free from distractions;
- Is reachable by phone at all times during assigned work hours and responds to emails/phone calls promptly;
- Ability and agreement to use the remote technologies available to attend business meetings/discussions

TERMS of AGREEMENT:

1. The telecommuter agrees to be available during the assigned business hours for communication. Employee initiated schedule changes must be with advanced approval by the manager.
2. The duties, obligations, responsibilities and conditions of the telecommuter's employment with the University remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
3. Work hours; use of sick leave, approval for use of vacation and approved compensatory overtime (nonexempt employees) will conform to University and campus policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by the employee and the supervisor.
4. Nonexempt positions approved for telecommuting are subject the Fair Labor Standards Act (FLSA) which requires compensation for time worked in excess of forty hours a week. Overtime to be worked must be approved in advance by the supervisor. Nonexempt telecommuters must follow normal working procedures of punching in/out of the WolfTime time keeping system at the beginning, lunch time and at the end of each telecommuting session.
5. The telecommuter agrees to maintain a safe and ergonomically sound work environment, and to immediately report any work-related injuries to the supervisor. The supervisor must assure that university owned materials, equipment and furniture used by the telecommuter for work comply with safety standards. The University's liability for job related accidents continues to exist during the telecommuters approved hours at the alternate work location. Ergonomic workstation guidelines may be found at: <http://www.ncsu.edu/ehs/www99/right/handsMan/office/ergonomic.html>
6. The telecommuter agrees to provide a secure location for University-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than University business. All equipment, records, and materials provided by the University shall remain University property. The telecommuter agrees to submit a DELTA Equipment Authorization Form for equipment checked out for home use. The telecommuter agrees to allow the University reasonable access to its equipment and materials. The telecommuter agrees to return university owned property within five business days of being notified of termination of this agreement.
7. The telecommuter will implement the steps for good information security in the home-office setting, and will check with his/her supervisor when security matters are an issue. Please refer to Rules & Regulations for Employee IT Use at <http://oit.ncsu.edu/n/rules-regulations-employee-it-use>
8. Adverse Weather and other emergency situations: During adverse weather events and other emergency conditions when the University's schedule is altered, operational status will be available through news media outlets, University voice mail, and Internet. Call 919-513-8888 for the status of University closings. If adverse weather conditions develop during the day, employees will be notified of closings through normal supervisory channels. All DELTA staff are designated as "non-mandatory" staff rather than "Mandatory" meaning your presence is not required on campus. Under adverse Weather and other emergency situations "non- mandatory" staff are expected to adhere to these procedures:

Condition 1 - Reduced Operations: *Classes are in session and the University is open but some operations may be reduced. Employees have the option to report late, leave early or not work at all. Those who do not work must use leave (comp, annual, or bonus) or make up time based on departmental need which is not at the employee's discretion. Employees with approved telecommuting privileges may also arrange with their supervisors to work at alternative work locations.*

Condition 2 - Suspended Operations: *Classes are cancelled and the university is open on a very limited basis with only mandatory operations functioning. Non-mandatory employees must leave or not report to work and must use leave (comp, annual, or bonus) or make up time based on departmental need which is not at the employee's discretion. Non-mandatory employees with approved telecommuting privileges may also arrange with their supervisors to work at alternative work locations.*

Condition 3 – Closure: *Classes are cancelled and the university is closed. Non-mandatory employees do not report and do not use leave to cover the absence.*

I have read this Telecommuting Agreement and agree to its terms.

Supervisor's Signature & Date _____

Telecommuter's Signature & Date _____

Department Manager's Signature & Date _____

Return completed agreement to the DELTA Business Office for retention in employee's personnel file