



# Pike County Conservation District

## **Telecommuting Policy and Procedure**

(Approved by the Board of Directors on May 18, 2020)

### **Objective**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Pike County Conservation District (PCCD) considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it, in no way, changes the terms and conditions of employment with PCCD.

### **Procedures**

Given the nature of work at PCCD and the importance for team collaboration and interaction with the public, telecommuting will only be permitted as a possible temporary / short term / or case-by-case work arrangement as a situation warrants. Please note that activation of the PCCD Continuity of Operations Plan (COOP) may initialize a telecommuting situation.

### **Eligibility**

Individuals requesting a telecommuting arrangement must be employed with PCCD for a minimum of 3 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and Executive Director will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and Executive Director will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and Executive Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and Executive Director will review the physical workspace needs and the appropriate location for the telework.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the Executive Director.

### **PCCD Telecommuting Capabilities**

- District owned laptops with the Pike County SSL-VPN Portal for data sharing/management. This login can also be used with any device that has access to the internet.
- Call forwarding- District extension can be forwarded to another phone line which includes caller ID. (Hit Call forward all from your extension and anybody that dials your extension will be transferred to your cell phone along with the caller ID. Outgoing calls from staff member's personal phones will be made by dialing "\*67" followed by the number being called which will block the staff member's personal phone number.) District phone lines can also go to email.
- PCCD email on the internet via Outlook (any computer with internet).
- Free conference call line – phone number 570-296-9801; Meeting number 1339; Pin 1234; up to 16 callers.
- CamScanner for remote scanning capabilities by using cell phones.
- Integrate Compliance Information System (ICIS) and Greenport for reporting (any computer with internet).
- Zoom account for video conferencing – District account.

### **Security**

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 PCCD information accessible from their home office. Steps can include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Child Care**

Telecommuting is not designed to be a replacement for appropriate child care. The focus of the arrangement must remain on job performance and meeting program demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to the start of any telecommuting agreement.

### **Time Worked**

Telecommuting employees are required to accurately record all hours worked using their PCCD timesheet. Hours worked in excess of those scheduled per workweek require the advance approval of the Executive Director. Failure to comply with this requirement may result in the

immediate termination of the telecommuting agreement and loss of future telecommuting arrangements.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the program needs of the District.

### **PCCD Telecommuting Operations/Procedures**

- Daily call with staff member(s) at 8:30AM (via the conference/video call line if multiple staff are telecommuting).
- Each staff will go over plans for the day and expected timeline.
- A daily email of what was accomplished by each employee is submitted to the Executive Director at the end of each day to see if any priorities need to be coordinated.
- Mileage and time will only be covered for field work as normal for day to day operations. Time and mileage to the office will be deducted from staff timesheets/mileage logs. If a worksite is closer to the staff member's home, the time clock would start upon arrival to the site.
- Office phones will be forwarded to staff member's personal email that can be answered to discuss work information; Outgoing calls from staff member's personal phones can be made by dialing "\*67" followed by the number being called which will block the staff member's personal phone number.