TELECOMMUTING

The Foundation recognizes that telecommuting from a home office can be a viable and effective arrangement for some employees. Telecommuting is a voluntary work arrangement in which an eligible employee, with approval, works one or more days each work week from home instead of commuting to the main office. Such an arrangement may be proposed by management or the employee, however, the approval rests solely with management. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as described below. Either will be assessed and approved by management on a case-by-case basis.

A job may be amenable to a telecommuting schedule if the job or some components of it can be done off-site without disruption to the flow of work and communication. Telecommuting may be an option for employees who have successfully completed their probationary periods, whose documented performance is satisfactory or whose performance rating on their last evaluation is at least satisfactory, and who is able to work effectively with minimal supervision.

Telecommuters will have with them any equipment necessary to perform their job effectively including, but not limited to, laptop computers, cell phones, etc. They are expected to adhere to Foundation rules, regulations, policies and procedures regarding security and confidentiality for the computer, its data and information, and any other information handled in the course of work. Employees must use dial-in procedures established by the Foundation.

All approved telecommuting schedules are discretionary and require management approval. On their scheduled day, the employee should be able to be reached via phone or email during normal business hours, and will be expected to check in with management. An appropriate number of hours will be spent performing work tasks. Best efforts will be made to schedule any offsite meetings or work-related errands on their scheduled day in order to maximize their time in the main office on other days. Management should meet regularly with their telecommuters to review performance, including any issues related to the telecommuting arrangement.

As with any work schedule, temporary telecommuting assignments or schedule changes may be made at management's discretion to meet Foundation needs or to accommodate an employee's request. Main office needs take precedence over telecommute days, therefore, an employee must forgo telecommuting if needed in the office on a regularly scheduled telecommute day.

Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with the Foundation. The option to implement such an arrangement is at the sole discretion of management. In addition, management may terminate an employee's telecommuting arrangement for any reason, at any time, with or without notice.