

**MOTION:**

**SECOND:**

**RE:               APPROVE THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION  
TELEWORK POLICY**

**ACTION:**

**WHEREAS**, in order to promote general work efficiencies, the purpose of the telework policy is to establish a program under which eligible full-time and part-time Potomac and Rappahannock Transportation Commission (PRTC) OmniRide employees may work remotely for all or part of their workweek; and

**WHEREAS**, telework is consistent with sound business practices and will help the organization be more competitive in attracting talented and skilled employees; and

**WHEREAS**, telework can also increase employee productivity and morale, boost efficiency in the use of space, and reduce operating costs; and

**WHEREAS**, the telework policy expands upon existing PRTC Personnel Policies and establishes guidelines and procedures for employees given permission to telework; and

**WHEREAS**, PRTC considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement; and

**WHEREAS**, telework is a voluntary work alternative, unless specifically stated as a condition of employment, that may be appropriate for some employees and jobs but not for others; and

**WHEREAS**, telework is not an entitlement, it is not an organization-wide benefit, and it in no way changes the terms and conditions of employment with PRTC and employees that do telework must comply with all PRTC rules, policies, regulations, and performance standards.

**NOW, THEREFORE BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the Telework Policy.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**

## TELEWORK POLICY

### **PURPOSE:**

In order to promote general work efficiencies, the purpose of this policy is to establish a program under which eligible full-time and part-time staff may work remotely for all or part of their workweek. Telework is also consistent with sound business practices and will help the organization be more competitive in attracting talented and skilled employees. Telework can also increase employee productivity and morale, boost efficiency in the use of space, and reduce operating costs.

### **POLICY:**

- I. This telework policy expands upon existing PRTC Personnel Policies and establishes guidelines and procedures for employees given permission to telework. PRTC/OMNIRIDE considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework is a voluntary work alternative, unless specifically stated as a condition of employment, that may be appropriate for some employees and jobs, but not for others.

Telework is not an entitlement, it is not an organization-wide benefit, and it in no way changes the terms and conditions of employment with PRTC. Employees that do telework must comply with all PRTC/OMNIRIDE rules, policies, regulations, and performance standards.

- II. Employees must obtain supervisor and Executive Director approval for telework and will be required to sign a *Telework Agreement* with PRTC/OMNIRIDE. The Telework Agreement will be reviewed by the employee supervisor and teleworker during performance review and revised as necessary. PRTC or the employee may terminate the telework agreement at its discretion.

#### III. Terms of Employment:

1. An employee's classification, compensation, and benefits will not change if the employee is approved for telework.
2. PRTC/OMNIRIDE policies, rules and practices shall while teleworking, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the telework arrangement and/or disciplinary action.
3. The teleworker will not be paid for time involved in travel between the home telework site and central work site. Travel mileage between the home telework site and the central work site will not be reimbursed.

#### IV. General Requirements:

Consideration will be given to employees who have demonstrated work habits and performance best suited for successful teleworking and to cases where teleworking provides opportunity for improved employee performance or employee retention, or organization savings. The following guidelines need to be considered when deciding on allowing an employee to telework:

1. Work habits: Teleworkers must have demonstrated self-motivation, self-discipline, the ability to work independently, the ability to manage distractions, and the ability to meet deadlines.

2. Position: The teleworker's position must have minimum requirements for direct supervision or contact with customers; the teleworker's need for specialized material must be minimal or flexible; and the teleworker's work objectives and tasks must be clearly defined with measurable results. The telework must be arranged so that there is no difference in the level of service provided to the customer. The location of the workplace shall not be noticeable to the customer. The location of work must not significantly alter the teleworker's job content or the job content of co-workers. The cost of supporting the teleworker (*See Supplies, Equipment, Furniture section*) must be reasonable and approved by the Department Director.

#### V. Work Schedule, Accessibility, Use of Leave and Dependent Care

1. The number of hours worked will not change because of telework. A consistent schedule of telework days and hours is desirable for many jobs to ensure regular and predictable contact with PRTC staff and others. For some positions, more flexibility in work hours and days is feasible. The Telework Agreement will specify work schedules that are in compliance with Federal Labor Standards Act (FLSA) regulations and PRTC's Personnel Policy.
2. The teleworker must get their supervisor's advance written approval for working overtime. Overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using PRTC's time-keeping system
3. The telework schedule needs to allow adequate time at the central work site for meetings, access to facilities and supplies, as well as, communication with other employees and customers. Telework must not adversely affect customer service delivery, employee productivity, or the progress of an individual or team assignment. In approving the telework schedule, the employee supervisor will take into consideration the overall impact of the teleworker's total time out of the central work site. Considerations include flex time and compressed work week schedules, meetings, consultations, presentations and conferences. Consideration will also be given to the overall effect of the teleworker's and co-workers' schedules in maintaining adequate communication.
4. The teleworker will attend job-related meetings, training sessions, and conferences, as requested by the employee supervisor. In addition, the teleworker may be requested to attend "short notice" meetings. The employee supervisor will use telephone conference calling whenever possible as an alternative to requesting attendance at short notice meetings.
5. While teleworking, the teleworker must be reachable via telephone, video conference, or e-mail during agreed-upon work hours or specific core hours of accessibility. The employee supervisor and teleworker will agree on how to handle telephone messages, including the feasibility of call forwarding, frequency of checking messages and responding to issues.
6. Telework is not intended to be used in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave.
7. Teleworkers will not act as primary caregivers for dependents during the agreed-upon work hours. This does not mean dependents will be absent from the home during the telework hours. It means that they will not require the teleworker's attention during work hours. Teleworkers must make dependent care arrangements to permit concentration on work assignments.

## VI. Telework Site: Safety and Security

1. Employees are expected to maintain their telework space in a safe manner, free from hazards. PRTC will provide each teleworker with a *Safety Checklist* that must be completed at least once per year. In the event of a job-related incident or accident during telework hours, the teleworker needs to immediately report the event to the employee supervisor. The organization does not assume responsibility for injury to any persons other than the teleworker at the home telework site. In case of injury, theft, or loss related to telework, the teleworker must allow PRTC to investigate and/or inspect the telework site. Reasonable notice of inspection and/or investigation will be given to the teleworker.
2. The teleworker will not hold in-person business meetings with clients or customers, the public, or professional colleagues at his or her residence. Supervisors may require employees to report to a central workplace as needed for in-person work-related meetings or other events or may meet with employees in the telework location as needed to discuss work progress or other work related issues.
3. Consistent with the organization's expectations of information security for employees working at the office, telework staff will be expected to ensure the protection of organization and customer information accessible from their telework site. Steps include the use of locked file cabinets and desks, regular password maintenance, VPN connection with PRTC server, and any other measures appropriate for the job and the environment.

## VII. Supplies, Equipment, and Furniture

1. PRTC/OMNIRIDE will provide equipment and materials needed by employees to effectively perform their duties. The Telework Agreement must specify all reimbursable costs. Any additional costs related to telework must be authorized by the employee's Department Director prior to purchase or installation. PRTC/OMNIRIDE will provide standard office supplies (pens, paper, pencils, etc.). Out-of-pocket expenses for supplies normally available at the central work site will not be reimbursed, such as home maintenance, insurance and utilities. Teleworkers need to get supplies when working at the central work site.
2. Teleworkers shall be responsible for providing home telework furniture, unless approved by the Department Director and specified in the Telework Agreement.
3. Products, documents, and records used and/or developed while teleworking shall remain the property of the organization, and are subject to organization policies regarding records retention requirements.
4. Repair and/or replacement costs and liability for organization-owned equipment used during telework is the responsibility of PRTC/OMNIRIDE. (Normal use and wear— not as a result of negligence or deliberate damage, destruction, or loss.). All PRTC equipment and software used at the telework site must be noted on the Telework Agreement.

## PRTC/OMNIRIDE TELEWORK AGREEMENT

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

### **Performance**

The employee agrees to abide by all PRTC/OMNIRIDE rules and policies, including personnel, safety, and security policies.

The employee should be familiar with the following specific policies and guidelines:

- Telework Policy
- Internet Policy
- FOIA and Records Retention

### **Work Location & Hours**

The employee's telework location is: \_\_\_\_\_

The employee is approved to telework:

- ☐ Intermittently upon approval by manager per instance – no regular telework schedule
- ☐ On a regular telework schedule

The employee is scheduled to telework the following days:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

The employee's core hours of telework availability are:

\_\_\_\_\_ to \_\_\_\_\_

Describe any additional or alternative work arrangement:

\_\_\_\_\_  
\_\_\_\_\_

An employee that teleworks more than half the time may be required to share office space on their days at the central worksite.

The employee is scheduled to work from the central worksite (non-telework) on:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

☐ Woodbridge Transit Center ☐ Western Facility

The employee's core hours at the central worksite are:

\_\_\_\_\_ to \_\_\_\_\_

The employee has the following PRTC property at the telework location.

Item(s)	Inventory Number

PRTC property must be safeguarded at the telework location and must be returned upon termination of either the telework program or employment with PRTC. The replacement value of unreturned equipment will be withheld from the employee's paycheck.

The employee has received a copy of the Telework Policy and completed the Self-Certification Safety Checklist and agrees to adhere to its requirements and guidelines, and all other PRTC Personnel Policies while teleworking. Failure to comply with PRTC policies may result in the termination of this agreement, and / or other appropriate action. This Agreement may be amended at any time by PRTC/OMNIRIDE. A copy of this agreement will be provided to the employee and placed in the employee's personnel file.

**EMPLOYEE:** By signing, the employee states they have read, understood, and agree to the terms and conditions of this agreement, including PRTC's Telework Policy, and associated policies listed above:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**MANAGER:** By signing this statement, the manager agrees to work with the employee to implement telework as described in the Telework Policy and this agreement.

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRTC Executive Director Signature

\_\_\_\_\_  
Date

## PRTC/OMNIRIDE Self-Certification Safety Checklist for Alternate Work Site

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

The following self-certification checklist is designed to assess and establish the overall safety of a teleworker's alternate work location. This self-certification safety checklist will be reviewed and reassessed yearly. Upon completion, the participating employee and their immediate supervisor will sign and date the checklist.

	GENERAL	YES	NO
1	Workspace is away from noise, distractions, and is devoted to your work needs?		
2	Do all stairs with 4 or more steps have a handrail?		
3	Floors are clear and free from hazards?		
4	Phone lines and electrical cords are secured under a desk or along wall, and away from heat sources?		
5	Is there a drinkable water supply?		
6	Temperature, ventilation, and lighting are adequate?		
7	Carpets are well secured to the floor and free of frayed or worn seams?		
	<b>FIRE SAFETY</b>		
8	There is a working smoke detector in the workspace area?		
9	A home multi-use fire extinguisher, which you know how to use, is readily available?		
10	Walkways aisles, and doorways are unobstructed?		
11	Workspace is kept free of trash, clutter, and flammable liquids?		
12	You have an evacuation plan so you know what to do in the event of a fire?		
	<b>ELECTRICAL SAFETY</b>		
13	Sufficient electrical outlets are accessible?		
14	Computer equipment is connected to a surge protector?		
15	All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
16	<b>WORKSTATION ERGONOMICS</b>		
17	Chair casters (wheels) are secure and the rungs and legs of the chair are sturdy?		
18	Chair is adjustable?		
19	Your back is adequately supported by a backrest?		
20	Is the desk, chair, computer, and other equipment arranged to eliminate strain on all parts of the body. (For example, the monitor is free from glare, your wrists are fairly straight when typing, and feet on the floor)?		

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_