



EXPECTATIONS FOR TEMPORARY TELEWORK DUE TO COVID-19

Term
Telecommuting is expected to be a short term, temporary situation in relation to COVID-19 (Coronavirus). It may be halted at any time for any reason with limited notice.
Policies
Employees must comply with all Company policies and procedures, with special attention to the following: <ul style="list-style-type: none">• Computer, Voice Mail, and E-mail Usage (HRM-01-17)• Information and Records Policy (LGL-01-06)• IT Acceptable Use Policy (IT-01)• Telecommuting Policy (HRM-01-86)
Work Hours and Location
Employees are expected to conduct all work activities at the location identified as the employee's physical address as annotated within the employee's electronic record of information (Oracle). Employees must notify and seek approval from their supervisor to move the location of work activities. Work Hours: The standard work hours will generally remain as they were prior to this temporary telecommuting situation; an exception to this is if the business requirements change (see additional information under Compensation and Benefits below). Changes to work hours must be pre-approved by the employee's supervisor.
Compensation and Benefits
Quantity of work hours are subject to change due to the changing needs of the business and as a result, compensation is subject to change accordingly. Hourly employees may not work overtime from the telework location without prior written approval from their supervisor. With such approval, overtime will be paid at the standard overtime rate.
Communication
In order to maintain close communication and standards of professionalism while working from a telework location, telecommuting employees shall: <ul style="list-style-type: none">• Notify their supervisor, coworkers, and receptionist of any change in the posted telecommuting work hour schedule.• Be at the telework location and timely respond to calls and emails during work hours.• Ensure office calls are forwarded to the telework location as required.• Personally answer all telephone calls in a professional manner during core hours.• Comply with any other supervisor instruction. The telecommuting employee will agree with their supervisor on a plan for receiving assignments, returning assignments, and reporting to the supervisor on telecommuting days.

Information Security

Employees will apply approved safeguards to protect Company records from unauthorized disclosure or damage. Work performed during telecommuting is considered official Company business and all records, documents, or correspondence created, sent, or received that are work related, occur on Company equipment, or occur during work hours are Company records and property and shall be treated in accordance with Company policy and procedures. All records, papers, and correspondence must be safeguarded for their return to the Company office location.

Intellectual Property

Products, records, documents, inventions, and discoveries made while telecommuting on Company time or pursuant to the employee's work duties are the property of the Company. The employee is expected to comply with the Company's policies regarding inventions and copyrights regardless of the work location or whether work was performed on equipment owned by the Company.

Equipment and Expenses

The employee and supervisor will determine the minimum equipment and software necessary for the employee to complete assignments from the telework location in a timely, efficient, and professional manner. Any equipment provided by the Company must be properly inventoried and listed in this agreement, and this agreement must be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any Company property upon request.

The Company will maintain all Company owned equipment. The employee will not perform maintenance or repairs on Company-owned equipment without prior approval. Only Company-owned software will be installed on Company-owned equipment. The employee may not install or download any other software without their supervisor's written approval. Without approval, the employee must schedule installation with the IT Department.

The employee is responsible for ongoing operating costs, such as telephone service fees, Internet fees, utility costs, homeowner's or renter's insurance and furniture or equipment rental fees unless the Company agrees otherwise as provided below.

The employee should never purchase or rent equipment, services, or supplies on the assumption that the Company will reimburse the cost. Prior written supervisor approval is required for the cost to be reimbursable.

Working Efficiently

The employee understands that he/she is expected to work in an efficient manner. The employee will be provided guidance on methods to work efficiently in a telecommuting situation and understands that he/she is expected to utilize these methods. The employee understands that he/she has a responsibility to alert his/her supervisor of issues that prevent him/her from working efficiently from the telecommuting location including:

- Technology constraints
- Need for certain supplies
- Need to devote time/attention to others at the telecommuting location

The employee understands that he/she is expected to record and submit a list of daily work activities per the direction of his/her supervisor and/or manager.

Special Limitations

Telecommuting employees must observe the following limitations when working from the telework location:

- Employee will not meet with clients at the telework location.
- Employee will not operate a business or work for another employer during work hours.
- Employee will only use Company equipment as authorized by applicable Company policy.
- Employee will not allow others to use Company equipment or access the Company network.

At Will Employment

This agreement is not a guarantee of employment, and employment can be terminated at any time by either Company or employee. A telecommute arrangement may be altered or rescinded by Company for any reason and at Company's sole discretion. The Company will not be held responsible for costs, damages, or losses to the employee resulting from termination of the agreement.

Policy

This policy may be amended at any time by the Company. A copy of this policy and any addendums or amendments will be made available to the employee and placed in the employee personnel file. By being an employee of the Company and working remotely, employee agrees to abide by these terms.