

Telecommuting

Purpose

ESD 123 may offer the option of telecommuting to enable staff members to work off-site outside the traditional workplace. Each request for telecommuting shall be considered on a case-by-case basis and may be terminated at any time. Telecommuting may be appropriate for some employees and positions but not for others.

Definition

Telecommuting is not an entitlement, it is not an agency-wide benefit, and it in no way changes the terms and conditions of employment with ESD 123. Telecommuting arrangements shall be based on the needs of the agency, the employee, the position, and the workgroup. Implementation of this policy shall not impede services to the public, internal or external clients, nor impede ESD 123 from accomplishing its mission.

Policy

1. Employees must have the approval of their immediate supervisor, and human resources prior to beginning the telecommuting arrangement. Human resources shall inform the Superintendent as appropriate. The employee must conform to all agency policies, procedures, and expectations when telecommuting. Regularly scheduled telecommuting normally shall not exceed forty percent (40%) of the scheduled workdays unless the Superintendent approves an exception.
2. Telecommuting arrangements shall only be considered when the employee has demonstrated sustained high performance with regular attendance, the employee's supervisor is confident that performance can be maintained while telecommuting, and the position requirements are such that the best service to ESD 123 clients and employees is available in a telecommuting environment.
3. Telecommuting shall not be used as a substitute for dependent or child care. Employees who telecommute are expected to make dependent and child care arrangements during regularly scheduled telecommuting hours.
4. Telecommuting shall not impede on-site communication necessary to promote positive and productive relationships within the department and agency. The employee is expected to attend all mandatory departmental and organizational meetings and trainings in person unless otherwise approved by the administrator.
5. All telecommuting arrangements shall be mutually agreed upon between both the telecommuter and set forth in writing using ESD 123 Telecommuting Procedures and Agreement form (5225-P, 5225-F1, and 5225-F2). All telecommuting agreements shall be up to one year in duration and are to be reevaluated and renewed at the start of each fiscal year (September 1).
6. The Superintendent shall develop and implement procedures for ESD 123 employee telecommuting.

Temporary Telecommuting Arrangements - General

1. In the event of an emergency such as a weather disaster, pandemic or to accommodate a special project or business travel, ESD 123 may allow or require employees to temporarily work remotely to ensure business continuity. All arrangements will be approved on an as-needed basis only, with no expectation of ongoing continuance.

2. Telecommuting employees who are not exempt from the overtime requirements of the FLSA will be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

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Reference:

RCW 70.94.547 Transportation demand management-Intent-State leadership.