

Personnel

Telecommuting

Telecommuting is a flexible work arrangement in which employees are authorized to work one or more days per week from their homes or other alternate site. The CREC Council recognizes that telecommuting arrangements may be beneficial to CREC under circumstances in which they are likely to improve efficiency, promote safe or healthy work environments, conserve CREC's resources and/or in response to local, regional, or national emergency situations. Telecommuting is not an employee entitlement.

The Executive Director or Cabinet may authorize individual telecommuting arrangements if the Executive Director or Cabinet finds that:

- The arrangement will be beneficial to CREC in that it is likely to improve efficiency, promote safe and healthy work environments, conserve CREC's resources or is reasonably necessary in response to a local, regional or national emergency situation.
- The full range of an employee's job can be effectively performed at an alternate site without added cost to CREC;
- The employee's absence from the work site will not be detrimental to CREC operations or productivity;
- The employee has demonstrated a sustained level high performance;
- The employee has demonstrated an ability to work effectively without close supervision;
- The telecommuting arrangement is limited in duration to a period of no more than six months, subject to renewal by the Executive Director.

Telecommuting arrangements shall be reflected in a written agreement between the employee's supervisor and the employee and/or collective bargaining agent as appropriate and approved by the Executive Director setting forth at least the following elements:

- A plan for supervision and evaluation of the employee's work;
- An appropriate work schedule;
- A plan for communication between the employee, supervisor, co-workers and/or others regarding the work;
- A plan for participation in or attendance at meetings as necessary;
- A plan for use and maintenance of equipment or other CREC resources used in the telecommuting arrangement;
- The duration of the arrangement; and
- Acknowledgement that the employee remains subject to all generally applicable workplace policies and expectations;
- Acknowledgement that the Executive Director [or Cabinet or designee] may terminate the arrangement at any time in his or her exclusive discretion.