

# GOAL I.T. TeleWork Policy

The following states the terms and conditions of the TeleWork agreement between the GOAL Organization and:

**Full Name:** \_\_\_\_\_

## **Purpose:**

The purpose of the GOAL I.T TeleWork policy is to describe appropriate conditions that satisfy the conditions that need to be met at an at-home-workplace and in field workplaces.

## **Scope:**

Approval will be given to anyone who duties can be better executed from an at-home-workplace, or require them to work in the field. The policy is enacted upon completion of training and acknowledgement of this document via signature located at the end of this document.

## **Policy:**

- Responsibilities and compensation will not change as a result of the TeleWork program.
- Workers and volunteers will “clock-in” via online sign-in. (Normal Wages and overtime rules apply)
- Training modules are to be completed before beginning work at home or in the field.
- Workers and volunteers at home and in the field are covered by worker’s compensation.
- All equipment must properly be documented before it can be taken for infield use.
- Tablets and all other equipment that is to be used at home or in the field is to be used by authorized personnel only.

- TeleWorkers who are authorized to work at home, are required to submit 2 photos of their at-home-workstation, submitted workstations are approved unless contacted regarding otherwise.
- Employee's and volunteers MUST be able to remain in contact with organization at all times working at home or in the field.

**Enforcement:** the policies stated above will be enforced via signature acknowledging that the employee/volunteer has read them.

**Intended Outcomes:** The intended outcome of the GOAL I.T. Telework policy is that each TeleWorker is aware of their responsibilities while working at home and in the field. Telework for the GOAL organization is intended to maximize worker/volunteer's ability to help the organization.

**Consequences of Violation:** Teleworkers who fail to meet GOAL's Telework policy standards will be denied access to infield/at home work. Reasons for termination of the telework agreement include, failure to display progress, allowing unauthorized use of tablets in the field. The agreement can be terminated at any point with 24 hours notice.

### **The Employee's Alternative Workstation**

#### **\_\_\_\_\_ A. In The Home (Describe Location)**

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#### **\_\_\_\_\_ B. Other (MUST BE APPROVED UPON REQUEST)**

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