

# 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.
- 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.
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### **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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