

Family First Credit Union

Telecommuting Policy

General Policy Statement:

To efficiently utilize personnel while promoting awareness of proper work/life balance, addressing their environmental commuting concerns, and to continue to provide exceptional member service, our credit union has established a Telecommuting Program. Under the program, employees selected at Management's discretion may perform all or part of their duties and essential job functions at agreed-upon remote work locations.

Employees participating in the telecommuting program will be asked to sign agreements that detail their responsibilities, rights, and duties under the program. However, as telecommuting is a privilege and not a right, the Credit Union reserves the right to modify, terminate, or limit participation in the program at any time, at its sole discretion.

Guidelines:

1. **Telecommuting Employees Remain Employees-at-Will.** Participation in the Telecommuting Program does not create a contract of employment and does not grant an employee any right to continued employment. Telecommuting does not alter an employee's status as an "at-will" employee. All employees (including Telecommuters), except those with individual employment contracts signed by the President/CEO and expressly providing for employment other than at-will, may be terminated at any time, with or without cause.
2. **Participation in the Telecommuting Program at Credit Union Discretion.**
 - A. Employees may be compelled to telecommute as a condition of employment or continuing employment. An employee's current and future eligibility to participate in the Telecommuting Program will be determined by the Credit Union in its **sole discretion**. Such determination is based upon several factors including but not limited to:
 - i. Operational, administrative, and other business needs;
 - ii. Economic and natural factors temporarily adversely affecting the ability to work in the office (i.e. flooding, pandemic, hurricane, etc.);

- iii. The nature of the duties performed and the suitability of the position for telecommuting;
 - iv. The employee's job performance and work habits;
 - v. The employee's length of service. Generally, employees are required to complete at least one year of service before being considered for telecommuting service and may not have been subject to disciplinary action during the past year;
 - vi. Control of distractions at home which could interfere with work; and
 - vii. Equipment required.
- B. Participation in the Telecommuting Program may be modified or terminated by the Credit Union at any time for any reason. Once an employee begins telecommuting, he/she may not be able to return to a "regular" office position should he/she become dissatisfied or telecommuting be unsuccessful. In such instances, employment will be terminated. In instances where an employee's status as a telecommuter is ended and a suitable position exists at the "regular office," he/she will be given five unpaid business days to arrange his/her affairs and to report for work.
3. **Performance Standards must be Met.** Telecommuting employees must meet established performance standards and related policies and procedures. Employees should understand that the Telecommuting Program is not intended to assist employees with child-care or other personal responsibilities. Telecommuters may not provide primary care for children or elders during working hours. The same high-performance standards expected of other employees are expected of those who telecommute.
4. **Compliance with Credit Union Policies.** Telecommuters are expected to comply with Credit Union policies (with the possible exception of the Dress Code policy and any other exceptions approved by Management.) Telecommuting employees should take special care to ensure that they meet Credit Union standards in the areas of confidentiality (including the safeguarding of information), conflict of interest, overtime (including properly tracking hours and receiving the appropriate authorization for overtime), outside employment, and security.
5. **Security.** Consistent with the Credit Union's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and member

information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, cross-cut shredder, and any other measures appropriate for the job and the environment.

6. **Safety.** Employees are expected to maintain their home workspace safely, free from safety hazards. Injuries sustained by the employee in a home office location and conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable.

Employees signing the agreement to telecommute understand that the employee remains liable for injuries to third persons and/or members of the employee's family on employee's premises. The employee agrees to defend, indemnify, and hold harmless the Credit Union, its affiliates, employees, contractors, and agents, from and against any claims, demands, or liability resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, directly or indirectly, by the services provided herein by the employee's willful misconduct, negligent acts or omissions of the performance of the employee's duties and obligations under the Telecommuting Agreement, except where such claims, demands, or liability arising solely from the gross negligence or willful misconduct of the employer.

7. **Work Schedules.**

- A. **Established by Management.** Work schedules will be established by the employee's manager according to business needs. Working locations and schedules may be altered at Management discretion. Telecommuters will be required to be at the branch where they report as needed, which may be upon short notice.
- B. **Normal Hours.** Unless alternate arrangements are approved by Management, telecommuting employees are expected to work the same number of hours they worked at the office and during normal business hours. Failure to work normal hours or to track hours as required by Credit Union policy will result in corrective action up to and including termination. As with all employees, no employee may work overtime hours unless approved in advance by his/her manager.
- C. **Time Worked.** Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Family First Credit Union timesheets. Hours worked more or less than those scheduled per workweek require the advance approval of the manager. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Despite any telecommuting arrangement and agreement, the employee recognizes that in-office attendance may be required from time to time. Employees are expected to make accommodations to be present for any meeting, training, etc. that is scheduled on-site. Mileage will not be paid to attend any such location.

8. **Workspace.**

- A. **Appropriate Workspace.** Employees are responsible for designating and safely maintaining appropriate workspaces within their remote work locations. The workspace and remote work location must be appropriate for conducting business, free of distractions, and approved by Management.
- B. **Remote Location Visits.** The Credit Union may, with one hour's prior verbal notice, make visits to an employee's remote worksite. Visits may be made for any business purpose including inspection of the workspace, equipment maintenance or repossession, or supervising work assignments. Except in unusual circumstances, visits will be made during normal business hours.

9. **Equipment.**

- A. **Provided at Credit Union Discretion.** The Credit Union will provide equipment for telecommuting as it deems appropriate. All decisions regarding the type, quality, and nature of equipment and supplies will be made by the Credit Union and all equipment remains Credit Union property.
- B. **Duty of Care.** Employees are responsible to protect and care for all equipment, for routine equipment maintenance, and supplies assigned to them. Property damage or loss (except normal wear and tear) is the responsibility of the telecommuting employee. Employees should immediately notify management of any equipment problems.
- C. **Restricted Use of Equipment.** All Credit Union-provided equipment and supplies may only be used for job-related, business purposes. Personal use as well as loading of personal software on Credit Union computers is strictly prohibited. Employees must comply with all Credit Union communication policies. (Information Security Policy and the Electronic Systems and Acceptance Computer Use Policy)

- 10. **Business Meetings.** All business meetings will be conducted at the Credit Union's central office or at one of our branches. No meetings will be conducted at the employee's remote work location.

11. Communication.

- A. **Maintaining Communication.** Telecommuting employees should be reachable by phone during business hours. Telecommuters should notify the main office if they leave their telecommuting location and should maintain close communication with managers and co-workers. Any work-related concerns or problems should be communicated as soon as possible.
- B. **Accident Reporting.** Remote site injuries or accidents should be reported immediately.

12. Contact Human Resources for Additional Information. Human Resources should be contacted for detailed information regarding the Telecommuting guidelines and agreement.