**Delta Technology Services Telecommuting Guidelines for Exempt Employees**

**Guidelines**

Telecommuting is an alternative work arrangement intended to provide eligible employees with options of performing their job functions from a home office, or other pre-approved remote work location, on a regularly scheduled basis. Delta views telecommuting as a privilege.

These telecommuting guidelines apply to employees who work from home or other pre-approved remote work locations on a regularly scheduled basis during any part of their standard work week. Employees who telecommute remain bound by all company policies and procedures including, but not limited to, Compliance, Human Resources, and Privacy and Information Security policies. Employees who work from another Delta location either regularly or occasionally, work from home on an infrequent basis, work remotely while traveling for company business, or work additional hours from home outside of their standard work hours are not considered regular telecommuters and are not required to sign a Telecommuting Agreement.

Telecommuting is based on the needs of the job and the department, and the Company has the sole discretion to determine whether a telecommuting arrangement will be permitted. A telecommuting arrangement may be terminated at any time by the Company, for any reason, upon reasonable notice.

**Eligibility**

Exempt employees who are in good standing, and consistently maintain an acceptable level of performance are eligible to request a Telecommuting arrangement.

Employees who telecommute must be in an active payroll status. Employees in an authorized telecommuting arrangement who go on any type of [leave of absence](https://schweb.schwab.com/ec/hr_policies/print/att.shtml) must comply with all aspects of Delta's leave policies. Employees covered by a Telecommuting Agreement who are authorized to take Family Medical Leave or Extended Medical Leave on an intermittent basis may continue to telecommute while not on leave, provided all time off is clearly and appropriately recorded. Delta reserves the right to temporarily modify job duties, suspend or modify the Telecommuting Agreement, and/or require that work be done in the primary work site as may be appropriate to the circumstances.

Telecommuting is not intended as a general accommodation for employees taking a leave of absence on an intermittent basis. However, it may be considered a potential reasonable accommodation for employees with disabilities pursuant to applicable law. Requests to accommodate a disability or an employee’s or covered family member’s serious health condition will be handled under Delta’s Accommodation Policy.

**Considerations**

Telecommuting requests are considered on a case-by-case basis.

Considerations include:

People managers will be permitted to telecommute only on a limited, exception-only basis.

Positions that require significant in-person communication with others may not be suitable for telecommuting; however, if the employee is available to attend in-person meetings related to the job function that are scheduled in advance at the primary Delta location, eligibility may be considered.

If work is largely done independently, and internal communication can be handled satisfactorily by telephone, e-mail, instant messaging or video conferencing, while meeting applicable regulatory, compliance, and supervisory standards and other requirements, the position may be eligible for telecommuting.

Telecommuters must be accessible during the scheduled work hours and willing and able to attend meetings at the primary Delta work location as necessary. Travel to and from the primary Delta work location is considered personal commute expense and therefore not reimbursable.

**Approval Process**

All telecommuting arrangements must be approved by the employee's first and second level managers and the Vice President of their function. Approval will be requested via email for all Employees who telecommute on a regular basis (i.e. more than once a week)

If an employee is assigned to a new manager(s), the new manager(s) must re-approve the telecommuting arrangement. If an employee transfers to a new position within the Company, the employee will need to initiate a new request for a telecommuting arrangement and obtain the approvals of the new first and second level managers and the Vice President of the function.

All telecommuting arrangements should be reviewed at least annually and re-confirmed by the manager. This annual review of the telecommuting arrangement should coincide with the employee’s annual performance review, and should include an assessment of whether the arrangement continues to make good business sense. In addition to the annual review of the telecommuting arrangement, managers should conduct a review any time there is a change in circumstances with the telecommuting employee, such as a decline in quality of performance, a reduction in productivity, or a change in roles. Changes to a telecommuting arrangement, including termination of the arrangement, must be documented by updating the Telecommuting Agreement (insert link).

**Tracking Requirement**

All employees, including those classified as full-time telecommuters, regular telecommuters, and those who telecommute on an ad-hoc basis, are required to indicate in Outlook Calendar their current working location. This invite should be sent to their manager/team as a non-blocking all day calendar invite (Time set to free meeting request)

**Hours of Work**

If you and your manager agree that you are pre-approved for telecommuting on a normal basis, one/two days per week is considered standard. Telecommuting in excess of one/two days per week must be justifiable and discussed in detail.

The employee and manager will determine the schedule for telecommuting days and [work hours](https://schweb.schwab.com/ec/hr_policies/print/att_hours.shtml). Any changes to the schedule must be re-submitted for approval by both the employee's first and second level managers.

The employee must devote his or her full attention and energy to his or her work during the agreed upon standard hours. In addition, the employee may be required to report, in person, for meetings, training, and other events at the request of his or her manager or as needed in order to complete the work, within the discretion of management.

Telecommuters should be as accessible as their on-site colleagues during scheduled work hours including video- based collaboration. Telecommuting is an alternate work arrangement, not an alternative to dependent or childcare. Employees should manage dependent care and personal responsibilities in a way that allows them to successfully meet all job requirements in the same way they would if they were working in a Delta office.

All employees, including those who telecommute, are required to accurately submit their timesheets in a timely manner. This includes the accurate reporting of days off (such as for vacation, sick or float time taken or other approved time off)

**Primary Telecommute Schedule (Please mark with an X scheduled telecommute days)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  | X |  |  |

**Electronic Signature (First Name, Last Name) :**

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