Telecommuting Policy

Trindel Insurance Fund (hereafter referred to as the "Fund"), recognizes the benefit of allowing employees (on a case-by-case basis) to work at alternate locations, such as from a home office ("telecommuting"). This policy explains the conditions under which the Fund permits telecommuting.

Eligible Employees

Unless otherwise required by law or agreement, to be eligible to telecommute, you generally must be employed with Fund for at least one (1) year and have demonstrated satisfactory work performance as solely determined by the Fund, and where telecommuting will increase productivity.

Telecommuting Requests

If you would like to telecommute, you should submit a written request to your supervisor and the Executive Director.

Not all positions are appropriate for telecommuting. The Fund will assess whether your position is appropriate for telecommuting on a case-by-case basis, taking into account a variety of factors such as the nature of your work, your regular work schedule, the alternate location where you intend to work (the "telecommute location"), and your work performance.

Job Duties, Benefits, and Performance Expectations

Unless otherwise specifically stated in writing by your supervisor, if the Fund grants your request to telecommute, your duties, benefits, and the Fund's expectations of you will not change. The Fund has the right at any time for any reason (example job performance or safety) to direct the employee to report to the Fund office work location for a period of time or indefinitely.

Location and Availability

In your telecommute request, you must identify the telecommute location. The telecommute location is a fixed site such as a home office.

You are expected to be available while telecommuting under the same conditions as if you were working in your regular Fund work location. For example, if you are a non-exempt employee, you are expected to be at your telecommute location, ready for work, at your regular start time.

You must notify the Fund in advance of any changes to your telecommute location. For example, if you work from a home office and change your phone number, you must notify the Fund of the change.

You are not authorized under this policy to work in a location other than your regular Fund work location or the telecommute location. You must obtain your supervisor's advanced permission to telecommute from another location.

This policy is not intended to apply to all situations in which you are working out of the office. Instead, it applies to those times that you are working in your telecommute location, during the regular schedule agreed to by you and the Fund. You are expected to notify your supervisor of your whereabouts when away from your regular Fund work location or telecommute location. For example, if you are traveling for business, you should notify your supervisor where you are traveling to and when you will return.

Equipment

The Fund provides you with all the resources you need to do your job, including while you are telecommuting. Please notify the Fund of the equipment you need in advance. If we are unable to provide the equipment, you may not be able to telecommute.

The option to telecommute is provided for your convenience and to increase productivity. Consequently, the Fund will generally not provide you with non-necessary equipment or personal benefit items. For example, we will not reimburse for the cost of maintaining a physical workspace such as a home office, nor will pay for home furnishings such as a desk or table, even though you may use those furnishings while performing some work. The Fund also will not pay the costs of maintaining or repairing your personal office equipment. If you do not wish to incur these expenses, you should not telecommute.

The Fund will pay the cost of all reasonable and necessary business expenses, including those incurred while telecommuting. However, you must obtain your supervisor's approval before incurring any such expense.

Access to Fund Resources

The Fund will ensure your access to all necessary Fund systems, documents, and resources. If the Fund is unable to provide you such access from your telecommute location, you may be expected to work in the Fund's offices or another location to obtain such access.

Security of Fund Resources

When telecommuting, you must exercise good judgment in appropriately maintaining Fund documents and other property. For example, you should not leave confidential documents unattended, and you should implement adequate security measures on any computer or mobile device from which you access Fund documents or information. Unless otherwise prohibited by law or agreement, the Fund reserves the right to examine any personal computer or mobile device used for Fund business to ensure compliance with this expectation.

Privacy

If you elect to telecommute, the Fund and other entities may have access to your property or personal information about you that you would not otherwise be required to disclose. For example, if you provide your home telephone number as your primary contact number while telecommuting, your supervisor, coworkers, or other professional contacts who need to speak with you may have access to that phone number.

Similarly, if you use a personal computer or mobile device for Fund business, you or the Fund may be legally obligated to provide access to the computer or device in some circumstances (for example, in litigation).

Work Schedule

You must continue to follow all Fund policies while telecommuting, including policies related to time off from work. For example, for safety and liability reasons, you should not leave the telecommute location for personal reasons during your regular workday without notifying your supervisor, and unless otherwise required by law, you are expected to use paid time off available to you for such personal absences.

You are also expected to work in your regular Fund work location when the nature of your job requires you to do so. For example, if a mandatory meeting occurs on a day you normally telecommute, you may be required to work in your regular Fund work location that day.

You must work your regularly scheduled hours. Any deviations must be approved in advance by your supervisor. There will be times when it makes sense to change the telecommuting schedule to accommodate other work and travel. In those times with advance supervisor approval a Fund work location day may be traded with a telecommute work location day.

Working Environment

Your telecommute location must be conducive to the safe, efficient performance of your duties, and you must comply with all the Fund's safety policies. The Fund reserves the right to examine the telecommute location to ensure compliance with this expectation.

Work-Related Injuries

You must report any work-related accident, illness, or injury immediately to your supervisor, even if that injury occurs while telecommuting, so that the Fund can assist you in obtaining the workers' compensation benefits to which you may be entitled.

The Fund is not responsible for injuries to you or others that occur while telecommuting or from your telecommute location, if they are not related to your work for the Fund. For example, if your telecommute location is a home office, the Fund is not liable if a member of your family is injured while using that office.

Time Records

You must accurately record your time and follow all the Fund's policies regarding your workday. For example, you must continue to take meal and rest periods when telecommuting, and you may not work overtime unless the Fund has authorized such overtime in advance.

Non-Work Periods

During non-work periods, you are not authorized to perform any work on the Fund's behalf, including from your telecommute location. For example, if you are on vacation or a leave of absence, you may not check your email without your supervisor's express written permission.

Taxes and Other Legal Restrictions

You are solely responsible for obtaining professional advice or assistance regarding any tax-related issues related to telecommuting, equipment used for telecommuting, or your telecommute location. Similarly, you are solely responsible for obtaining professional advice and/or complying with any other legal restrictions on your use of the telecommute location for Fund business.

Applicability

This policy does not apply to every out-of-office work arrangement. For example, it does not apply to occasional business travel. Instead, this policy addresses regularly scheduled work arrangements from a specifically identified telecommute location away from your regular Fund work location.

This policy also does not apply to alternative work arrangements, including alternate work locations, provided as a reasonable accommodation for a disability. Any employee needing such accommodation should discuss it with their supervisor or the Executive Director.