

LOKER UNIVERSITY STUDENT UNION, INC. VOLUNTARY TELEWORK POLICY

Purpose

Telework allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Loker Student Union, Inc. (LSU) considers Telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with LSU.

This policy sets forth the requirements and expectations of LSU and its employees who are granted the opportunity to Telework. Telework is an arrangement whereby an employee is regularly scheduled to work away from their assigned Loker Student Union, Inc.-located workspace in an approved workspace. Voluntary Telework Agreements are voluntary (an employee is allowed, to Telework).

Participation Criteria for Voluntary Telework

Telework can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest Telework as a possible work arrangement.

Unless employed or instructed specifically to Telework or approved for Telework as an accommodation related to illness or disability or other arrangement, participation in Voluntary Telework arrangements is limited to Regular Full-Time employees. Individuals requesting formal Telework arrangements must be employed with LSU for a minimum of one (1) month of continuous, regular employment and must have a satisfactory performance record before being considered eligible to Telework, except as otherwise warranted by law or exigent circumstances.

Voluntary Telework Agreements may not exceed six (6) months at a time. Any Telework arrangement made shall be on a trial basis for the first three (3) months and may be discontinued at any time, at the request of either the telecommuter or the organization. Every effort shall be made to provide 30 days' notice of such change to accommodate commuting, dependent care and other issues that may arise from the termination of a Telework arrangement. There may be instances, however, when no notice is possible.

Any employee who would like to Telework must have a proven ability to perform all functional components of the position to a satisfactory level of expectation as determined in the sole discretion of the supervisor. The supervisor must determine whether Telework, or what extent of Telework, shall adversely affect the supervisor's department or whether Telework is simply not appropriate for the employee's duties or functions. For example, if an employee is expected to cover gaps in their direct reports' shifts, the employee may not be allowed to Telework. All employees must acknowledge that job or work expectations may change over time, and that a Telework arrangement may be re-evaluated from time to time based on these considerations.

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Before entering into any Voluntary Telework Agreement, the employee and supervisor, with the assistance of the Human Resources Generalist, shall evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor shall assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and supervisor shall discuss the job responsibilities and determine if the job is appropriate for a Telework arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor shall review the physical workspace needs and the appropriate location for the Telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Supervisors must review this Policy and a Voluntary Telework Checklist (completed by the applicant) in determining whether Telework is appropriate. If the employee and supervisor agree, and the Human Resources Generalist concurs, a Voluntary Telework Agreement shall be prepared and signed by all parties, and a three-month trial period shall commence.

Evaluation of telecommuter performance during the trial period shall include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor shall each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period shall be consistent with that received by employees working at the office in both content and frequency but shall focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor shall be agreed to as part of the discussion process and shall be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter shall communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

While Telework may be a voluntary agreement between the employee and the Loker Student Union, Inc., the LSU reserves the right to require any employee to Telework at any time, for any period of time as determined by business needs, and for any reason including public-health requirements of federal, state, and/or local law.

Individuals denied approval may submit a new request after three (3) months or upon change of status.

Relationship of Telework Policy to Voluntary Telework Agreement

The Voluntary Telework Agreement is an integral part of, and is incorporated into, this Policy. The Voluntary Telework Agreement is attached as Appendix A.

Voluntary Telework may only commence in accordance with this Policy, after a candidate for Telework signs a Voluntary Telework Agreement and after both the candidate's supervisor and Human Resources Generalist sign that Agreement. If the Voluntary Telework Agreement is not signed by all required parties, any employee who Teleworks shall be considered absent without leave if the employee fails to report to work when able to do so.

Required Periodic Review of Telework Arrangements

Telework arrangements should be reviewed at the time of an employee's annual evaluation or more frequently to ensure that the arrangement meets the Loker Student Union, Inc.'s needs and complies with all applicable requirements.

Indicia that a Voluntary Telework Agreement should be terminated include:

- The absence of a sound basis to evaluate the employee's performance;
- Any shortfall as to the quantity or quality of the employee's work as compared to the employee's previous work or those who work on site;
- The inability to obtain a prompt response from the employee during regular work hours;
- The existence of distractions at the remote work site when communicating with the employee that, in the determination of the employee's supervisor, are disruptive to a team or interfere with the employee's ability to perform the duties and responsibilities of their work.

Work Location

An employee's work location is an important consideration in determining the feasibility of a Voluntary Telework Agreement. Supervisors must review with an employee and with the Human Resources Generalist the employee's proposed work location. The city and county ordinances regarding taxes, minimum wage, paid sick leave and other employment obligations must be reviewed for the location from which the employee proposes to Telework. The cost and administrative burden of complying with such obligations must be considered when determining whether a Telework arrangement is appropriate. Acceptable alternative work locations shall be limited within the state of California. The proposed location also must be reviewed and approved by the Loker Student Union, Inc.'s tax management to ensure that the proposed location shall not give rise to unanticipated or burdensome tax obligations.

Equipment

On a case-by-case basis, LSU shall determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each Telework arrangement. The human resource and information system departments shall serve as resources in this matter. Equipment supplied by the organization shall be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, shall be maintained by the employee. LSU accepts no responsibility for damage or repairs to employee-owned equipment. LSU reserves the right to

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make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all LSU property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all LSU property shall be returned to the Loker Student Union, Inc., unless other arrangements have been made.

LSU shall supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. LSU shall also reimburse the employee for business-related expenses, such as phone calls and shipping costs, which are reasonably incurred in carrying out the employee's job.

The employee shall establish an appropriate work environment within his or her home for work purposes. LSU shall not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, Telework employees shall be expected to ensure the protection of proprietary LSU and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Workspace, Ergonomics, and Security

Employees are required to use any Loker Student Union, Inc.-issued or -approved equipment and software when performing work for the Loker Student Union, Inc. The LSU may determine the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each Telework arrangement. Employees are not expected to and should not purchase any item to perform work unless expressly approved in writing.

An employee must be able to provide a secure and safe working environment in order to Telework and identify before signing the Voluntary Telework Agreement what additional items and expenses are necessary to provide a compliant workspace. If a change occurs necessitating additional items or expense to maintain a compliant workspace, the employee shall immediately notify the LSU and allow it to approve the additional items or expense or terminate the Telework arrangement. A supervisor must review the following guidelines with a candidate for Telework and should obtain satisfactory responses from the candidate before approving a Voluntary Telework Agreement:

- **Workspace:** Employee is responsible for having a workspace where interruptions are controlled during work hours;
- **Location:** A work site must be in an area with minimum noise and distraction, and avoid breaches of information security, which is usually separate from normal household activity areas. The work site must not be susceptible to interruptions, and where necessary should have a door that can be closed so that household members shall not interfere with work;
- **Desk or table:** The height of a desk or table should be comfortable for writing and reading. Conventional desks are usually 29 inches high;

- Computing surface: The recommended height for a computing surface is approximately 26 inches. A keyboard should be positioned so the arms and wrists can be kept straight. A computer screen should be positioned at arm's length from the face and slightly below eye level;
- Chair: The seat height should be 15 to 21 inches. A chair should provide adequate back and neck support and be adjustable for maximum ergonomic comfort;
- Lighting: Adequate lighting, preferably directed from the side or behind the line of vision, must be present;
- Electrical Safety: The following guidelines should be followed for safety considerations:
 - Grounded outlets should be used whenever possible;
 - The use of extension cords should be limited. Extension cords should be in good condition and of the same wire size as the cord being extended and should not limit grounding;
 - The number of devices connected to any outlet must be limited to the number of receptacles provided by the outlet; and
 - Employee should comply with all safety precautions included in instruction and use manuals for all devices and electrical supplies.
- Security: The following guidelines should be followed to protect the security of LSU Information:
 - Employee is expected to ensure the protection of proprietary employer and client information accessible from their workspace consistent with the organization's expectations of information security for employees working at the office or as specifically applicable to Teleworkers. Steps include covering or otherwise securing sensitive material, regular password maintenance, and any other measures appropriate for the job and the environment. Supervisor and employee shall discuss whether printing and/or shredding shall be necessary for the Telework;
 - Employee must not share devices with any person not employed by the Loker Student Union, Inc.; and
 - Employee remains obligated to comply with all employer security policies, practices, and instructions.

Employees who choose to Telework rather than performing their work at the employer's location, but at any time require particular equipment or other accommodation to perform the work remotely, must raise those requests with the Human Resources Generalist so that the LSU can determine whether the arrangement is appropriate before any expenditure is approved. The Voluntary Telework Agreement provides a section for employees to make such requests for items known at the outset of the Telework arrangement.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. LSU shall provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Loker Student Union, Inc.'s workers' compensation policy. Telework employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telework is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the

arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of Telework with family members prior to entering a trial period.

Time Worked

Telework employees who are not exempt from the overtime requirements of the Fair Labor Standards Act shall be required to accurately record all hours worked using Loker Student Union, Inc.'s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the Voluntary Telework Agreement.

Ad Hoc Arrangements

Temporary Telework arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal Telework arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Violations & Discipline

Any employee who violates this policy, conceals or destroys evidence of a violation, or withholds information from, or refuses to cooperate with, an investigation of a possible violation, shall be subject to appropriate discipline, up to and including termination.

Governance

To the extent that any provision of this policy is contrary to applicable law, the provisions of the law shall control, and this policy shall be implemented in compliance with such law.

Exceptions

Exceptions to this policy may be granted by the Executive Director or their designee.