

## **ASI Business Continuity Telecommuting Policy and Procedure Plan for ASI Fulltime and Part-Time Staff**

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### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances, such as emergency situations deemed by ASI. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

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

Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement and it in no way changes the terms and conditions of employment with ASI.

### **Procedures**

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

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or the organization.

### **Eligibility**

Before entering into any telecommuting agreement, a request must be sent via email to the ASI Executive Director. Once the ASI Executive Director has approved this request, then the employee and supervisor will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will 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 will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the telework.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face Zoom meetings to discuss work progress and problems when appropriate.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their telecommuting space. Steps include regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their telecommuting workspace in a safe manner, free from safety hazards. 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 company's workers' compensation policy. Telecommuting 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 telecommuting worksite.

Telecommuting 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 telecommuting with family members prior to entering into it.

**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 ASI'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 telecommuting agreement and possible employment.

Approved On: Wednesday, March 25th, 2020

ASI President/CEO does hereby [  ] *approves* / [  ] *refuses to approve* this policy.



Daisy Maxion  
*ASI President/CEO*



Kabir Dhillon (Apr 21, 2020)

Kabir Dhillon  
*ASI Executive Vice President/Chief of Staff*



Erik Pinlac (Apr 10, 2020)

Erik Pinlac  
*ASI Executive Director*

Approved by: ASI Board of Directors 2019-2020