

Benton SWCD Telework Policy

The purpose of this policy is to establish guidelines and procedures for teleworking by District employees, including use of equipment, software, and platforms/applications.

Telework is a privilege. Benton SWCD reserves the right to modify the telework policy at any time, or revoke telework privileges at any time.

Working from home is a temporary work option for non-exempt employees when the office has been officially closed by the Executive Director or the Board of Directors. Examples of official closure may include, but are not limited to: inclement weather, natural disaster, emergency declaration, or health pandemic. Non-exempt employees are not approved to work from home as part of their regular work schedule when the office is open, except on an occasional or irregular basis and only when approved in advance by the employee's supervisor.

Employees in exempt positions may work at home for some of their hours on a regular basis but must also maintain regularly scheduled work hours at the office (unless the office has officially closed under one of the above circumstances).

While on telework status, all employees are responsible for compliance with the District's Employee Handbook, established procedures and policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking must be available during established work hours and provide timely response to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved by the Executive Director who may consider an employee's request to alter regular work hours on a telework day.

Employees must account for all time worked and take their required daily lunch breaks and rest periods while on telework status.

Employee salary, wages, non-wage benefits, and insurance coverage do not change as a result of teleworking.

Employees are expected to have sufficient and secure internet and telephone access while on telework status.

All employees are responsible for utilization of the Benton SWCD Network and VPN to work from home in a safe and secure manner as directed by the District through its established policies and procedures.

Benton SWCD employees are the only authorized users of the District's Network/VPN and teleworking equipment (laptop, monitor, keyboard, etc.). No unauthorized use of the equipment, or the BSWCD Network and VPN, is allowed. Login information and passwords should be protected.

District teleworking equipment must remain in a secure location at all times.

District teleworking equipment and software are to be used for work purposes only.

Account information for use of Benton SWCD software such as Zoom, GoToMeeting, WebEx, etc. should not be shared with any other person or organization outside Benton SWCD. The highest security settings should be used, and software kept updated to maintain the highest security possible.

District employees will not hold business visits or in-person meeting with stakeholders or co-workers at the home worksite during telework status.

All employees will provide and maintain a clean and safe home workspace. Any injury that occurs during work hours must be reported immediately to the Executive Director and Operations Manager.

The District is not responsible for loss, damage, repair, replacement, or wear of personal property or equipment used while an employee is on telework status.

The Benton SWCD Board of Directors may vote to provide reimbursement to employees for use of their personal cell phone and home internet connection while on telework status.

Adopted by the Benton SWCD Board of Directors on April 6, 2020