

TELECOMMUTING

POLICY

To promote reduced vehicle trips and to improve worker productivity, TAMC staff members may work at home as appropriate, based upon out-of-town meetings, appointments or work assignments. Work at home may be granted subject to the provisions listed below.

PROCEDURES

1. Prior to telecommuting, the employee shall obtain written approval of his/her immediate supervisor.
2. The employee shall provide his/her supervisor a list of activities that he/she expects to accomplish during the work-at-home period and, upon return, report on their accomplishments.
3. The employee is responsible for scheduling work-at-home time so that it does not interfere with meetings, mailings or other obligations.
4. The employee shall leave his/her home or cell phone number with the office and be available to receive calls during the work-at-home period.
5. The employee is required to work for the full work-at-home time period that is charged to TAMC as straight time.
6. Employees are responsible for determining if they are able to work productively at home in an unsupervised, unstructured environment.
7. No more than ten percent of an individual's work hours per pay period may be spent telecommuting, except with approval of the Executive Director.
8. No more than one-third of the staff may be telecommuting on any given day except with the prior approval of the Executive Director.