

## **57.0 Telework Policy**

If a specific situation arises where it is deemed necessary to telework, the following policy will be placed in effect. The Director of Human Resources will work with the supervisors of each department to determine which positions are eligible for telework based on job duties. Supervisors will communicate directly with their respective employees.

### **Compensation and Work Hours**

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program. You are expected to work your normal office hours, unless you have made other arrangements with your supervisor.

### **Recording Time Worked**

Telecommuting employees are expected to work their usually scheduled hours each day and be accessible by e-mail and phone during those hours.

Hourly employees must record their hours worked each day with a paper timesheet or electronic timekeeping system. All hours that must be recorded are: start work, start of meal break, end of meal break and end work. Each employee is required to take their rest and meal breaks. Meal breaks should be taken no later than 5 hours after starting work; ten-minute rest breaks should be taken for every 4 hours worked. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement. All wage and hour rules remain in effect, including rest and meal breaks, overtime, split shifts, reporting time pay and the like. Employees should receive prior approval from their supervisors for any work beyond their normal scheduled hours. Unauthorized work will not be permitted. Employees may receive disciplinary action, up to and including termination, for unauthorized work.

If an employee wishes to use vacation or sick hours, a request should be made to their supervisor using the PT501 form or through the ADP payroll system and approval must be granted by the supervisor.

### **Workplace Safety**

Employees are expected to maintain their home 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 workers' compensation policy. Telecommuting employees are responsible for notifying Lay Personnel of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

### **MOBILE DEVICE USAGE**

Mobile devices issued to you are the property of the Sacramento Diocese. Use of mobile devices (e.g.: laptops, tablets, iPads, mobile communications devices) and remote access are subject to the policies outlined in the Lay Personnel Handbook.

- No one may use the mobile device except for the employee to whom it has been issued.
- No software may be installed by the employee.

- Mobile devices must be stored in a safe and secure area free from extreme temperatures.
- If a Sacramento Diocese asset is damaged or not working properly, do not attempt repairs yourself or contract with any other individual or business for the repair of the equipment. Contact the Information Technology department.
- All employees must be cognizant of the sensitive and confidential information on devices while in use at home. All employees must take all reasonable steps to ensure confidential information is not subject to theft or disclosure. Please see refer to the Electronic Communication and Confidentiality Policies in the Lay Personnel Handbook.

### **Phone System**

Employees who are telecommuting are expected to forward their desk phones to their personal phone. Instructions to forward your phone are as follows:

- Select “Forward”
- Select “Always (Disabled)”
- Enter the phone number to forward calls to
- Select “Enable”

Please note, calls that are forwarded to your personal phone will go to your personal voicemail if you do not pick up. Please make sure your personal voicemail greeting is business appropriate before forwarding your office phone.

You may still receive some calls on your desk phone voicemail, so you must check your voicemail each work day while working remotely. To check your desk phone voicemail remotely please follow these instructions:

- Dial your office telephone number from any touchtone phone
- When your greeting starts, select the asterisk button on your phone
- Then enter your passcode
  - If you have your passcode, please contact Infotech at [icemail@scd.org](mailto:icemail@scd.org)