LAYC’s Teleworking Policy & Procedures

Definition

Telework is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, LAYC/MMYC recognizes that in some cases, teleworking arrangements can provide a mutually beneficial option for both employer and employees. For the purpose of this policy, working at a school site for LAYC/MMYC is the same as working at an LAYC/MMYC building.

Teleworking is not an entitlement nor an organization-wide benefit. It also does not change the terms and conditions of employment with LAYC/MMYC.

Teleworking can be informal (temporary) to accommodate such things as inclement weather, or minor illness, or it can be formal, with a set schedule of working away from LAYC’s physical sites.

Position Eligibility

For information on work role eligibility for teleworking, see LAYC’s Worksite Essential Policy.

Roles involved in maintaining LAYC’s facilities, security, reception are not eligible for a teleworking work arrangement.

Employee Eligibility

Candidates for teleworking arrangements must:

- Have satisfactory work performance
- Internet connection sufficient to allow participation in work meetings
- Child care during work hours

Types of Arrangements

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, within the guidance of LAYC’s current COVID guidelines, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on LAYC’s worksite locations.
- The workweek for all full-time regular employees is 40 hours, divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.
• Employees must be available to attend scheduled meetings and participate in other required activities at LAYC’s work sites. Except for extraordinary circumstances, there will normally be at least 24 hours’ notice for such events.
• All LAYC documents must be saved on the network drive and employees are responsible for ensuring that they have necessary work materials for telework days.
• Employees must arrange for childcare during their regular telework days (exceptions are made for sick children or school closures that are irregular occurrences).

**Equipment/Furnishings/Office Supplies**

LAYC will provide laptops and remote access to LAYC’s network, as needed. LAYC will also provide common office supplies, such as paper, pencils, pens and paper clips for employees to use in their home offices.

Employees must provide their own printers, scanners, data and telecommunications equipment. Those with no access to this equipment, may access them at the nearest LAYC’s office site. Employees are responsible for providing office furnishings such as desks, chairs, file cabinets, and lighting at their own expense.

**Security and Safety**

To promote information security employees will be expected to ensure the protection of proprietary company and program participants information from their home offices. Precautionary measures include use of locked cabinets and desks, regular password maintenance, etc...

Employees are expected to maintain their home office spaces in a safe manner, free from safety hazards.

**Time worked**

Hourly staff will be required to accurately record all hours worked using ADP’s timekeeping system. Hours worked in excess of those agreed upon or any overtime require advance supervisor approval.

**Request Process**

Employees interested in teleworking arrangements should discuss the matter with their supervisors and complete a Teleworking Request Form.

**Other Requirements/Restrictions**

LAYC has the right to cancel or suspend employee teleworking privileges at any time, for any reason or for no reason.