

CEPH Telecommuting Agreement

CEPH defines telecommuting as working one or more days each week in a space specifically set aside as an office in an employee's residence. Telecommuting does not affect the employee's salary, benefits or job responsibilities and use of leave must be arranged according to current CEPH policies and procedures. The CEPH Executive Director will ensure that all employees are informed about telecommuting work arrangement policies, procedures, and responsibilities, as well as special procedures and coverage requirements that may apply during certain times of the year and for specific purposes. CEPH will periodically evaluate the impact of the use of the telecommuting work arrangements to ensure that they do not have an overall detrimental impact on productivity or cost factors and will act on problems identified by the board, stakeholders, or staff in a timely and effective manner.

Employees who telecommute must ensure that job responsibilities are executed in an outstanding manner and are not adversely affected by the telecommuting work arrangement. Staff must maintain CEPH standards for responding to stakeholders and meeting deadlines in a timely manner. The telecommuting work arrangement must not adversely affect other staff, CEPH's volunteers, or school/programs.

The telecommuting arrangement may be temporarily or permanently modified or discontinued at any time at the discretion of the employee's supervisor. Causes for suspension or modification of telework arrangements will be made if performance expectations are not being met or if there is a lack of adherence to the terms of this policy. Any deviations from this policy are at the discretion of and are negotiated on a case-by-case basis with the Executive Director. This agreement does not create a contract for employment and does not otherwise change the terms and conditions of employment that apply to all employees.

Telecommuting Allowance

CEPH accreditation staff are eligible to telecommute on a full-time basis if all location and equipment expectations, schedule expectations, and communication expectations outlined below are met.

Staff must attend periodic, in-person staff meetings at a location of CEPH's choice; complete regular work travel as specified in the position description; and attend other in-person training sessions or meetings as requested. In-person meetings/trainings and work travel dates are planned with 2-4 months' notice whenever possible.

CEPH will provide each telecommuting employee a one-time stipend of \$300 to defray the cost of home office setup.

Location and Equipment Expectations

Employees are expected to:

- Live within 30 miles of a major airport¹ in the contiguous 48 states.

¹ A major airport for CEPH purposes meets the [federal definition of large or medium hub airports](#).

- Establish a separate area in their home as a dedicated work site which is not used by other individuals during the employee's designated work hours.
- Conduct meetings with constituents only by telephone or video conference when at his/her worksite. All stakeholder meetings must occur in the CEPH office or on-site at another organization's premises.
- Have access to reliable high-speed internet and a quiet, private place to use it.
- Have a personal cell phone.
- Ensure access to another computer as backup so that work may be completed in the event of unexpected technical problems with CEPH laptop.
- Assume costs associated with set-up and maintenance of the telecommuting office including a cell phone, high-speed internet access, and utility costs associated with the use of equipment within the home worksite. Tax consequences, if any, of setting up your home office are entirely the employee's responsibility.
- CEPH will provide a laptop for each telecommuting employee for business use. All use of CEPH equipment is governed by the policy on Care and Return of CEPH Property/Equipment.
- Comply with all CEPH procedures and policies described in the Employee Handbook while telecommuting, including all safety procedures.
- Notify CEPH about injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties as soon as practicable.
- Maintain all information either hard copy or on the computer in a confidential manner.
- Use CEPH-owned equipment, records, and materials for business purposes only, and protect them against unauthorized access. Agree to report any loss, damage, or unauthorized access at the earliest reasonable opportunity.
- Hold harmless for any liability to third parties arising out of this telecommuting arrangement.

A designated representative from CEPH has the right to inspect the telecommuting premises with reasonable notice. CEPH is not liable for damage to home office and/or equipment. The home premises must be properly insured, and proof of insurance must be provided upon request. CEPH will provide computer support services to the extent that the employee must be able to access the CEPH files remotely.

Schedule Expectations

Employees are expected to:

- Establish work hours to occur between 7:00 am and 6:00 pm Eastern Standard/Daylight Time and be available by phone, video conference, and email during one's designated work hours. Individually established hours must include the core work hours between 10 am and 3 pm ET.
- Ensure that personal disruptions such as non-business telephone calls are kept to a minimum.
- Make regular dependent care arrangements.
- If an employee needs to take unscheduled leave for illness or other circumstances, the employee must use annual leave, sick leave, personal leave, or comp time for the absence. Telecommuting is not a substitute for taking leave for illness or other personal circumstances.

Communication Expectations

- Telecommuters must be consistently available during established working hours by telephone, chat, and video call (Teams and Zoom), and e-mail and must return all missed calls and messages promptly.
- Many regular daily calls and interactions take place via video; telecommuting employees must ensure appropriate professional appearance for these interactions.
- Telecommuters must make their cell phone numbers available to other staff so they may be called directly, if necessary.

I have read, understand, and agree to abide by the terms of this Agreement.

Employee Signature – Date

Employee Supervisor – Date