



**Effective Date:** 4/16/2020

**Revised:**

**Expiration:** 4/2024



Administrative Policy: 017

## **EMERGENCY TELECOMMUTING POLICY**

**Purpose:** To establish telecommuting procedures related to emergency situations

### **POLICY**

LHTAC is devoted to the security and safety of its employees and their families. When an emergency situation arises, LHTAC's focus is on the health and safety of our employees and their families. LHTAC would like to accommodate employees and what they may feel the best option for them and their families

If directed by law, state/federal order, or by the administrator, and your work lends itself to being done from home you may be required or be allowed to work from home. With this flexibility comes some additional responsibility.

Coordinate with your manager on your proposed schedule. This may include some time in the office and some time working from home.

When working from home or your Manager is working from home, you will be required to produce a daily work log of what you intend to accomplish each day and then you'll follow up with your manager to report on whether you were able to accomplish those tasks, or if you worked on other tasks/assignments.

Managers will submit work logs to the Financial Officer every Monday.

Staff and managers should ensure that the staff calendar is annotated to indicate who is working from home so that the front desk has a general idea of who or who is not in the office.

If working from home and being reimbursed by LHTAC for your cell phone, your desk phone should be forwarded to your cell phone. The expectation is that if you are working from home, that you will answer your phone calls. This is expected during standard business hours.

If working from home and not being reimbursed by LHTAC for your cell phone, you have the option of forwarding your desk phone or having your desk phone go to voicemail. LHTAC can reimburse for cell phone use if the employee is working from home and does not normally seek reimbursement.

If you cannot respond to your voicemails or email requests, please coordinate with your manager to get requests and/or questions answered.

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If you work less than 8 hours a day from home, you should bridge the gap of an 8-hour workday with leave.

Your work day should remain 8 hours, and your work week should remain 40 hours.

Your work hours should be coordinated with your supervisor.

Not every position may lend itself to working 100% from home and some employees may be required to spend some portion of the week in the office.

Like everything related to emergency situations, this policy is fluid. The administrator may change it at any time for any reason. Staff should coordinate with their manager at least every Monday for a general overview of the week, and any changes to the current policy.

A handwritten signature in blue ink that reads "Jeff R. Miles". The signature is fluid and cursive, with the first letters of each word being capitalized and larger.

**Jeff R. Miles, Administrator**

Local Highway Technical Assistance Council