

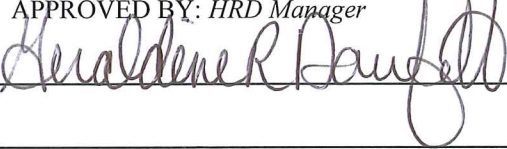
 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Telecommuting	ORIGINATION DATE: April 8, 2020 REVISION DATE: October 22, 2020 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Compensation & Benefits Director</i> 	DATE: 10/22/20
DEPARTMENT: All	REVIEW BY: <i>EEO Director</i> 	DATE: 10/22/20
DIVISION: All	APPROVED BY: <i>HRD Manager</i> 	DATE: 10/26/20
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1. **PURPOSE**

- 1.1 To establish guidelines and rules for a telecommuting process.

2. **DEFINITIONS**

- 2.1 Emergency: Fire, bomb threat, natural disasters, public health emergencies and Oneida Nation declared state of emergencies that threaten the safety and well-being of customers, employees, and vendors.
- 2.2 Telecommuting: a work arrangement that allows employees to work at home, on the road or in a satellite location for all or part of their work week.

3. **WORK STANDARDS / PROCEDURES**

- 3.1 Unless directed by an emergency, telecommuting agreements are entirely at the discretion of the supervisor. A supervisor is under no obligation to offer a telecommuting option to employees. Telecommuting is not a right or benefit.
- 3.2 Telecommuting employees must comply with all Oneida Nation policies, procedures, laws, and rules and regulations.
- 3.3 Telecommuting may be appropriate for some positions but not for others.
- 3.3.1 Each job position must be analyzed by the supervisor and Area Manager.
- 3.3.2 Business units may establish their own chain-of-command approvals.
- 3.3.3 Prior to allowing employees to telecommute, supervisors must complete the Oneida Nation Telecommuting Work Agreement.
- 3.4 Employee understands the supervisor may end or modify telecommuting work agreement with a minimum of 24-hour written notice to the employee.

- 3.5 Employee may request in writing to end or modify Telecommuting Work Agreement with a minimum of one week notice to their supervisor.
- 3.6 Employee agrees to be available in accordance with the Telecommuting Work Agreement.
- 3.7 Employee agrees to allow Oneida Nation Risk Management an onsite inspection of the designated work area if employee is injured and claims workers compensation.

Compensation:

- 3.8 Employee will continue to receive compensation at the same rates as prior to telecommuting, provided the employee is maintaining the same workload and employee status (part-time, half-time, or full-time).
- 3.9 Supervisor must use compensation code RGJB1 and enter Kronos comment code "TC – TELECOMMUTING: OFFSITE(PREAPPROVED)."

Work Hours:

- 3.10 Employee must report unforeseen "absences" as established in the department standards and procedures which prohibit the employee from working established hours.
- 3.11 Non-exempt employee must report exact time worked and report work completed on a weekly basis to their supervisor.

Telecommuting Office Furnishings and Maintenance:

- 3.12 Employee is responsible for the cost of establishing and maintaining a safe telecommuting work area.

Telecommuting Supplies and Equipment:

- 3.13 Contingent upon availability of funding, the department may provide to the employee certain equipment and supplies such as computer software, paper, ink cartridges, etc., as deemed necessary to perform assigned work.
- 3.14 It is understood that such equipment is the sole and exclusive property of the Oneida Nation and is subject to the same business restrictions as if it were on-site.

Notification of Equipment Failure:

- 3.15 Employee is expected to notify supervisor within 24 hours of equipment malfunction or failure.
 - 3.15.1 In the event of malfunction or failure, the Department may, at its sole discretion, supply the employee with temporary use of departmentally owned equipment.

Unauthorized Use or Destruction of Oneida Nation Property:

- 3.16 Equipment, supplies, and other property provided by the Department should be returned within five (5) business days of the Department supervisor's request.
- 3.17 Upon separation of employment, all equipment, supplies, documents, and other departmental property must be returned within five (5) days to the Department.
- 3.18 Employee shall be liable for damages caused by unauthorized use of such equipment.
 - 3.18.1 This may include, but it is not limited to, reimbursement of damaged equipment, disciplinary action, etc....

Reporting of Injury:

- 3.19 If an injury occurs during work time, the employee must adhere to the Oneida Nation Workers Compensation Law and reporting requirements.
 - 3.19.1 Verbally report injuries to the supervisor or designee within 48 hours.
 - 3.19.2 Written reports must be submitted within 10 calendar days.

Employer Liability:

- 3.20 The Oneida Nation assumes no liability for injuries that occur outside of the agreed upon work area or outside of established working hours.
- 3.21 The Oneida Nation makes no representations on the personal tax and insurance implication of this arrangement, it is the employee's obligation to address tax and insurance issues on their own.

4. **FORMS**

- 4.1 Telecommuting Work Agreement.