

## **The Ohio Society of CPAs Telecommuting Policy**

The Ohio Society of CPAs is committed to providing a flexible working environment that includes the opportunity for telecommuting when it has been determined that the needs of the organization and the department can be met with such a plan. Not all positions may be eligible for telecommuting.

This policy creates no employee rights in relation to telecommuting. Telecommuting is a voluntary, pre-approved activity unless specifically stated as a condition of employment.

### ***Policy Requirements***

1. If a position is deemed eligible for telecommuting, an employee may request approval to telecommute after a minimum of 90 days of employment. A longer period of time may be required before approval is granted depending on the job position and the individual's ability to demonstrate core competencies in the position.
2. An initial request for telecommuting may be approved or denied by the Department Head and the President & CEO. The Ohio Society of CPAs reserves the right to change or revoke any telecommuting arrangement at any time and without prior notice to the employee.
3. There will be a 90-day evaluation period at the beginning of each new telecommuting arrangement. At the end of this period, the supervisor and employee will meet to review the arrangement and make any necessary adjustments needed to ensure work performance is satisfactory and the needs of the organization and the department are being met. Regular review of telecommuting agreements will occur on an ongoing basis.
4. Employees who telecommute are required to participate in scheduled meetings virtually including making the necessary arrangements to participate in advance. Department leaders and supervisors will attempt to provide ample notice when in-person participation is required. This does not preclude Society leaders from requiring in-person, same-day attendance for meeting on occasion, such as in event of an all-staff meeting.
5. The telecommuter will not be paid for time involved in travel between the telecommuting site and The Ohio Society of CPAs' office.
6. If an employee is approved for telecommuting, the supervisor and employee will agree on the telecommuting schedule. Whenever possible, a fixed 'day' or 'days' each week is preferred. Supervisors may, at their discretion approve changes to the telecommuting schedule or grant approval for 'ad-hoc' telecommuting requests when those are received by noon on Friday the week before.

7. Telecommuting employees are expected to forward their work extension to a cell phone or other phone and maintain the same level of accessibility and connectivity they would have in the office throughout the entire telecommuting day. If there is a period of time during which a telecommuter will not be available, he/she should communicate this to the OSCPA receptionist and direct supervisor, and update their online IM and telephone status accordingly.
8. Telecommuting assignments do not change the conditions of employment or required compliance with policies, including policies in relation to what files may be removed from The Ohio Society of CPAs' office for telecommuting purposes and what measures should be taken to protect confidential or proprietary information.
9. Telecommuting employees are required to report immediately any equipment or technology failures to IT and a supervisor while working remotely. If the problem cannot be resolved and presents a significant impediment to meeting the requirements of the job, the employee will be required to return to the office the same day, and may not telecommute until the problem is resolved.
10. Telecommuting is not intended to serve as a substitute or replacement for child or adult care. If children or adults in need of primary care are in the alternate work location during employees' work hours, some other individual must be present to provide the care. Telecommuting is also not intended to be used in place of Paid Time Off.
11. Federal OSHA regulations apply to work performed by an employee in any workplace within the United States, including a workplace located in the employee's home. The Ohio Society of CPAs requires safe and healthful working conditions for the employee. Telecommuters agree to keep their telecommuting office clean and free from safety hazards. All work-related accidents that occur during telecommuting must be reported promptly to a supervisor or department head. Noncompliance with OSHA regulations may result in the discontinuation of the telecommuting agreement with that employee or for The Ohio Society of CPAs a company-wide basis.

### Telecommuting Agreement

As an employee The Ohio Society of CPAs, I have read and understand the telecommuting policy and understand that it will govern the terms of my telecommuting arrangement.

I agree that I will adhere to all of the requirements contained in The Ohio Society of CPAs' telecommuting policy.

I am approved to telecommute \_\_\_\_\_ days per week on the following days: \_\_\_\_\_.

I understand there will be a mandatory 90-day review of this arrangement and that this arrangement can be changed or revoked by The Ohio Society of CPAs without prior notice.

In the event I am no longer able to comply with any of the requirements of this policy, I will notify my supervisor immediately.

EMPLOYEE:

AUTHORIZED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date