

Subject: Telecommuting	Effective Date: June 2007
Responsibility: Human Resources	Revision Date: January 2013

Policy:

KRA Corporation (KRA) offers telecommuting (i.e., working at home or an alternate location, instead of the employee's regular worksite) when the arrangement benefits KRA, the client, and the employee.

Telecommuting is not an employee "benefit", but an alternate approach to fulfilling KRA's mission and contractual obligations. The opportunity to telecommute must be approved by the employee's Supervisor (Officer, Director, Manager, et al), the Human Resources (HR) Director, and where applicable, the KRA client(s). An employee's compensation, benefits, work status, work responsibilities, and/or company performance expectations will not change for any telecommuting employee.

Supervisors are responsible for assessing whether a telecommuting arrangement would fit the employee's job responsibilities, and for discussing with him/her the following issues:

- Does the position have clearly defined tasks?
- Can results and productivity be effectively measured with limited face-to-face supervisory observation?
- Can work products and tasks be completed without undue hardship on KRA, its clients, and other employees?
- Does the technology currently available permit telecommuting as an option?

Supervisors will work closely with telecommuting employees to ensure sustained availability, productivity, and responsiveness, and are responsible for any decision to continue or discontinue the telecommuting arrangement, following appropriate notification to the employee.

Definitions:

Regular Worksite: KRA or client office where employee works, or worked before the telecommuting agreement was signed.

Alternate Worksite: Location where employee will work after telecommuting agreement is signed.

Eligibility:

Eligibility and suitability of an employee to participate in telecommuting will vary depending on his/her duties and responsibilities. Eligibility to continue telecommuting is contingent upon satisfactory job performance.

Telecommuting Schedule/Hours:

Supervisors must establish and/or approve the employee's regular telecommuting schedule, including specific workdays and hours. The amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program.

KRA reserves the right to continually evaluate, amend, modify, or terminate any policy at any time. This policy is in effect on the date of publication and supersedes any previously released policy. Individual sites/contracts may have more restrictive policies. This policy does not alter the at-will status of any employee. Use or disclosure of this information is restricted; contact human resources for additional information.

Supervisors retain the right to require a telecommuting employee to return to their regular KRA or client worksite if the work situation warrants such an action. If an employee is frequently required to report to his/her regular worksite, the Supervisor may re-evaluate the compatibility of telecommuting with the employee's position and job responsibilities.

Telecommuting employees are required to submit daily time reports in accordance with KRA's schedule, recording all hours worked and using Paid Time Off (PTO) accrued hours for time not worked. Telecommuting employees must work, or account for, the minimum number of hours each time-report period, just as if they were commuting to their regular worksite.

Telecommuting employees must notify their Supervisors of any unscheduled time away from their alternate worksite during their scheduled work days.

Alternate Worksite:

The employee's alternate worksite will be considered an extension of his/her regular worksite, and should provide for an adequate work area (e.g., table or desk), computer, printer, telephone service, etc. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.

The employee agrees to maintain safe conditions at the alternate worksite, and to practice the same safety habits at the alternate location as in his/her regular location.

KRA will reimburse employees for work-related long-distance telephone calls made from the alternate worksite location. No other reimbursements will be authorized.

Office equipment needed to participate in telecommuting may vary by employee and task. Employees will use their own computer, printer, and any other equipment needed at their alternate worksite. Costs related to the operation of the alternate location are the sole responsibility of the employee, except where such costs are determined to be reimbursable by KRA's client(s). KRA will not purchase, or reimburse a telecommuting employee for, equipment necessary to function in a telecommuting work environment. Repair and maintenance of employee-owned equipment is the responsibility of the employee.

Employees participating in the telecommuting program may wish to consult their attorney, tax advisor, or accountant regarding any legal or tax implications associated with working from an alternate location.

Employee Access and Availability:

KRA employees participating in the telecommuting program are required to be accessible by their Supervisor, clients, and the company at all times during their scheduled working hours. If the employee also has an office at his/her regular worksite, he/she must check the office voice-mail system regularly as determined by the Supervisor.

There may be occasions when the telecommuting employee is required to return to his/her regular worksite or other location for meetings, training sessions, etc. When this occurs, the Supervisor will give the employee as much notice as possible that their presence is required. Travel costs will be reimbursed as specified by the Supervisor.

In the case of an injury while telecommuting, the employee will immediately (as circumstances permit) report the injury to his/her Supervisor and the HR Department.

Application Process:

Employees who want to participate in the telecommuting program must submit a request to their direct supervisor and the HR Department. Employees must provide information concerning current responsibilities, proposed telecommuting schedule, types of work tasks, and activities to be performed at the alternate worksite.