

## Space Coast TPO Operating Manual

**Procedure:** PR-20-07

**Title:** Telecommuting

*Approval Signature:*

  
 TPO Executive Director

**Approved:** 6-22-2020

**Revised:**

1. **Purpose.** Establish telecommuting program for TPO Staff positions that may benefit from such option. As established in the Telework Enhancement Act of 2010, Part III of Title 5, U.S.C. Ch. 65 and F.S. 110.171, this procedure shall provide the guidelines and process for telecommuting for the Space Coast TPO. Telecommuting allows staff to work from a location other than the main office when it is reasonable and practical to do so and when operational needs will not be adversely affected. The telecommuting program may also be implemented when the Continuing of Operations Plan of SCTPO policy PLC-1, Agency Organization and Operation, Section 5.0 has been activated or other local or state emergency has been declared preventing work from the TPO physical office location at 2725 Judge Fran Jamieson Way, Bldg. B, Room 105, Melbourne, FL 32940.
2. **Definition.** Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, the SCTPO recognizes that, in some cases, telecommuting arrangements can provide a mutual beneficial option for both the SCTPO and its employees.

3. **Eligibility.** Each position shall be evaluated by its immediate supervisor in coordination with the Executive Director to determine if job duties and functions would be able to be performed at the same level remotely as if in the office environment. Telecommuting is not a right and should be considered a benefit to those positions that are approved. It should be understood that by some position's job functions, telecommuting may not be an appropriate option. In general, positions requiring face-to-face interaction with customers and office personnel are not suitable for telecommuting arrangements. The supervisor and employee, however, must make efforts to identify what could be done remotely.

Candidates for telecommuting arrangements must:

- i. Have worked at the SCTPO for at least one year;
- ii. Possess good time-management and organizational skills;
- iii. Be self-motivated, self-reliant, and disciplined; and
- iv. Received at least a Satisfactory rating on his or her most recent performance evaluation.

4. **Types of Arrangements.** While employees and supervisors have the freedom to develop arrangements tailored to employee and organizational needs, the following basic requirements must be met:

- a. Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working at the SCTPO office location (2725 Judge Fran Jamieson Way, Bldg. B, Room 105, Melbourne, FL 32940).

b. Employees must be available to their supervisors and co-workers during core work hours. There are two core periods each day. The first runs from 9:00 a.m. to 11:00 a.m. and the second from 1:00 p.m. to 4:00 p.m.

c. Employees must be available to attend scheduled meetings and participate in other required office activities at the SCTPO office as needed.

d. Employees must arrange for childcare during their work hours.

5. **Equipment/Furnishing/Office Supplies**. The SCTPO will not be responsible for providing telecommuting employees with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, data and telecommunications equipment, and other equipment available for their use.

Employees are responsible for providing office furnishings – such as desks, chairs, file cabinets, and lighting – at their own expense.

The SCTPO will provide common office supplies, such as paper, pencils, pens, and paper clips, for employees use in their home offices.

6. **Training**. All staff in a supervisory position must receive training on how to supervise personnel that telecommute. This training is required prior to any staff member utilizing the telecommuting procedure to conduct organizational business. Training may be done through the Federal level at <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/employee-course/index.htm> or through any other appropriate training provider. Employee's must

also receive training prior to being granted approval to telecommute. Training may be done via on-line or through any other approved method and/or provider.

7. **Frequency.** How often will the employee telecommute? (Three times a week, once a month?) Scheduling of telecommuting shall be done between the supervisor and employee on a case by case basis with the Executive Director making final approval. Ad hoc arrangements may be made as appropriate and approved by immediate supervisor.
8. **Telecommuting Exemption Days.** The following days/events shall be exempt from being used for telecommuting unless specifically approved by Executive Director in advance: All TAC/CAC and TPO meeting days; the day before and the day after any holiday or pre-approved advanced leave; and any other day/event identified by management.
9. **Telecommuting Agreement.** All request approved by management must be in writing. The specific terms and conditions shall be documented in the Telecommuting Agreement form, as amended from time to time.
10. **Request Process.**
  - a. Any employee may approach their immediate supervisor and request to be considered for telecommuting. A Telecommuting Request Form must be completed and submitted to the immediate supervisor.
  - b. Supervisor shall review request within 10 business days. If supervisor approves of request, the supervisor must then seek approval from the Executive Director.
  - c. Upon approval of Executive Director, a Telecommuting Agreement must be completed by the employee and supervisor.

11. **Term.** Any telecommuting agreement may be terminated at any time by either management or the employee.
12. **Performance.** Prior to employee taking a telecommute day, the employee shall discuss what assignment or project will be worked on and what the deliverable will be. This may fluctuate but must be established prior to telecommuting in order for supervisor and employee to be able to evaluate performance and if arrangement is working.