

Date 03/10/2020

Employee Attendance -Telecommuting Policy and Procedure

Introduction:

Adler University is committed to fostering a safe well-being environment for our employees. Adler will ensure that employee sick leave, telecommuting and attendance policies are flexible and consistent with Public Health guidance. All Adler University actions will comply with State, Federal and Provincial requirements. If, based on guidance from Public Health authorities, Adler University closes due to Coronavirus please note the following:

Instructions for Employees:

- Employees who are ill are encouraged to stay home and if well enough, work remotely.
- Employees should follow the normal call-out procedures in their departments if they are ill.
- Departments are encouraged to use existing flexible work plans so that employees who are feeling ill, but are well enough to work, can work from home remotely.
- Departments will coordinate with employees concerning IT requirements for working from home.
- Employees who are ill and unable to work from home are permitted to use their available sick time or paid time off in accordance with Adler's policies.
- Individual employees with concerns about taking sick leave should contact Human Resources.
- In the event of K-12 school closings employees with impacted children will be allowed to work from home and should coordinate with their Department for IT accommodations.

Employees who are working from home will not be penalized or forced to use sick leave time or vacation time. Use of sick leave time will only be required for employees who are actively ill and not able to work remotely.

Equipment

On a case-by-case basis, Adler University will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The People & Culture and Information Technology departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Adler University accepts no responsibility for damage or repairs to employee-owned equipment. Adler University reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Adler property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Adler University will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Adler University will also reimburse the employee for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Adler University will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Adler's time-keeping system, Ulti Pro Time Management. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.