

CORNELL COOPERATIVE EXTENSION

HUMAN RESOURCE POLICY MANUAL

Section: Compensation and Classification
Subject: Telecommuting (work at home)
Policy: Local
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Policy

The Association may allow remote work (also referred to as telecommuting) arrangements at the discretion of the Executive director or their delegated representative. Any arrangements for remote work outside of New York State must be approved by the Executive Director. Any arrangements for the Executive Director to work remotely must be approved by the Board of Directors.

Eligibility

Remote work arrangements are not a universal employee benefit and are not guaranteed for any employee or position. Remote work will be considered on a case-by-case basis. Factors to be considered will include the nature of the employee's work and responsibilities, necessary equipment/materials for the employee to complete job duties, the security of Association data and information, the employee's work performance, and any disruption to performance and/or service delivery.

The employee must determine any tax or legal implications in IRS, state and local government law, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Remote Work Agreement

If the Executive Director and/or Board of Directors determine that an employee may work remotely, a written work agreement will be prepared and signed by the employee, the Executive Director, and the employee's supervisor. The remote work agreement will set forth the requirements and expectations for the remote work arrangement. In the case of the Executive Director, the remote work agreement will be signed by the President of the Board of Directors.

Employees are required to comply with all requirements set forth in the remote work agreement, to satisfy all performance standards relevant to their position, and comply with all Association policies and procedures including but not limited to meal periods, recording time worked, overtime, code of conduct, security of Association resources, and risk management. Failure to

comply with the terms of the agreement or established policy and procedure may result in disciplinary action up to and including termination.

Employment At-Will

A remote work agreement does not change the at-will employment relationship between the Association and the employee.

Duration

The Association retains the right to modify, suspend, or end the remote work arrangement at any time, for any reason, including but not limited to business necessity, a change in operational need, employee request, supervisor request, or if the employee fails to fulfill job expectation at a satisfactory level. A period of remote work does not guarantee continued or future remote work. The Association may require employees to return to regular, in-office work at any time.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, appointments, or travel for which the Executive Director or the Board of Directors determines that remote work is practical for the Association and the employee. These arrangements are approved by the employee's supervisor, in consultation with the Executive Director, on an as-needed basis only, with no expectations of ongoing continuance.