



Flex Hours and Telecommuting

An employee who is regularly scheduled to work on-site may occasionally work flex hours during a particular week with the permission of his or her supervisor but may not work more time than the employee's regularly scheduled hours per work week. Your immediate supervisor, the HR Representative, or the Executive Director, must approve in advance changes in regular work schedules and working from home schedules.

Historically, telecommuting was created as a benefit for high performing and long tenure employees. The Illinois Heartland Library System's (IHLS) approach is to help employees balance work and home life situations. While some positions allow for telecommuting (also known as "working from home"), others do not, i.e., driver, sorter, or page. Certain classifications of employees, therefore, will be eligible to work from home and some will not. If a position allows for telecommuting, it will be indicated on the job description. However, even for job classifications in which telecommuting is possible, not every employee within said job classification will be permitted to work from home on either an occasional or regular basis. For each eligible position, certain criteria will be established, depending on the position, that will be used to determine whether a specific individual will be allowed to work from home. If an employee does not meet the requirements to work from home, the employee will be required to work on-site. An employee required to work on-site, who is in a classification that is eligible for the work-from-home program, may have their eligibility reevaluated from time to time and may, at a later time, be permitted to work from home.

Telecommuting may also be an option for certain circumstances as an ADA accommodation if working from home is reasonable based on the employee's job duties. This will be decided on a case-by-case basis through the HR Representative. In addition, if an employee is on intermittent FMLA (and misses part of a day for medical appointments, treatments, or other FMLA-covered reasons), the employee may in some cases be permitted to work the other portion of the workday from home.

Working from home will **only** be authorized if the fulfillment of work responsibilities will not be adversely affected.

It is critical to note that IHLS does not require any employee to telecommute. Working from home (telecommuting) is in all cases purely voluntary and it is the employee who makes the voluntary choice to telecommute, if eligible. Because all employees have access to an office with landlines and internet service, and because no employees are required to work from home or from any other remote location, IHLS will not reimburse

employees for any incidental expenses that may be incurred due to the employee's voluntary decision to work away from the office. IHLS will reimburse for travel-related expenses in accordance with IHLS policy.

All approved telecommuters:

1. Earn the same rate of pay as scheduled for their current position.
2. Must be available by phone and email when telecommuting.
3. IHLS will provide a laptop and the regular maintenance and upkeep of the laptop, but the employee is responsible for all office supplies and furnishings such as paper, pens, ink, desk, chair, file cabinet, printers, etc.
4. The employee is responsible for any and all telephone and internet charges incurred, initial, and/or on-going fees.
5. If an injury occurs while telecommuting, it is the employee's responsibility to complete and submit an incident report to their immediate supervisor, the HR Representative, or the Executive Director within 24 hours.

Every employee who engages in telecommuting is doing so on a purely voluntary basis and therefore such employees are responsible for the cost of items described in 3 and 4 above. Every employee who chooses to telecommute must maintain a safe and secure workplace, free of tripping hazards and other hazards, set up in a manner that will enable the employee to perform his or her regular job duties in a timely and efficient manner.

Telecommuters fall into two categories – “occasional telecommuters” and “regular telecommuters” as described below.

Occasional telecommuters:

1. Telecommute less than 5-10 hours per week.
2. Need prior authorization from their immediate supervisor, the HR Representative, or the Executive Director.

Regular telecommuters:

1. Telecommute more than 10 hours per week.
2. Must physically work at least 3 days per week in their assigned location, unless otherwise stated in the telecommuting agreement.
3. Required to sign a detailed telecommuting agreement which outlines the nature of work to be performed, the equipment, supplies and/or training needed, number of hours and days per week, and any other pertinent information relating to the position or assignment. (See attachments for sample telecommuting agreement).

4. The employee, immediate supervisor, the HR Representative, and the Executive Director must all sign the telecommuting agreement.