TELEWORKING

Teleworking (Telecommuting) is a work arrangement that allows employees to work at home, on the road, or at some other satellite/off-site location for all or part of their regularly scheduled workweek. Although not all jobs can be performed satisfactorily from other locations, RAILS recognizes that, in some cases, teleworking arrangements can provide a mutually beneficial option for both RAILS and employees. However, teleworking is a voluntary work alternative. It is not an entitlement; it is not an organization-wide benefit; and it in no way changes the terms and conditions of employment with RAILS.

Eligibility

Candidates for teleworking arrangements must have worked at RAILS for a minimum of 3 months of continuous, regular employment.

Teleworking requires the following:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home and/or satellite office location as they do when working on RAILS' premises.
- Employees must be reachable by phone and email when teleworking.
- Employees must be available to attend scheduled meetings and participate in other required office activities at RAILS service centers or other locations as needed. Employees who telecommute may be required to attend these meetings and other activities in person.
- Teleworking is not designed to be a replacement for appropriate child/elder care. Although an individual employee's schedule may be modified to accommodate child/elder care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Not all positions can be performed from off-site locations. Employees interested in teleworking arrangements should discuss the matter with their supervisor. Teleworking arrangements are approved on a case-by-case basis, and the supervisor and employee must complete the teleworking form that documents schedule and other issues. There will be a written agreement only for regularly scheduled teleworking.

Performance expectations and payroll procedures for teleworking employees are the same as for in-office work.

Office Environment and Safety

Employees are responsible for providing office furnishings at their own expense. The employee will establish a safe, appropriate work environment at their location. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work.

Injuries sustained by the employee while at their home and/or satellite work location and in conjunction with their regular work duties are normally covered by the RAILS workers' compensation policy.

Teleworking employees are responsible for notifying RAILS of such injuries in accordance with RAILS's worker's compensation procedures. The employee is liable for any injuries sustained by visitors to their home work site.

Technology Needs and Information Security

RAILS will determine, with information supplied by the employee and the supervisor, the appropriate technology needs (including hardware, software, Internet connectivity, phone lines, fax equipment or software, photocopiers, etc.) for each formal teleworking arrangement on a case-by-case basis.

Teleworking employees must provide the needed Internet connectivity at their own expense, including a carrier-approved modem with router and firewall functionality. RAILS requires teleworking employees to set up strong WPA wireless security passwords. RAILS IT staff can provide only limited support in setting up and troubleshooting an employee's broadband service. They will not call broadband providers or open trouble tickets for an employee's broadband service.

RAILS will provide other necessary equipment and software.

Equipment supplied by RAILS will be maintained by RAILS. Equipment supplied by the employee, if deemed appropriate by RAILS, will be maintained by the employee. RAILS accepts no responsibility for damage or repairs to employee-owned equipment. RAILS reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by RAILS is to be used for business purposes only. The teleworker will be required to sign an inventory of all office property and to agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all RAILS property will be returned to RAILS, unless other arrangements have been made.

In the event RAILS does not provide devices or resources such as cell phones, workstations or other equipment or working materials, an employee may be eligible for reimbursement for the cost of using their personal devices or materials in the course of conducting RAILS business. It is the duty of the employee to request authorization from their supervisor or the Director of Finance and Human Resources to use their own personal devices, equipment or resources and seek reimbursement for the expense of their use by submitting a request that includes the need for using their personal device, equipment or resource and an estimate of expense to be incurred. Only preapproved use of personal devices, equipment or resources will be subject to reimbursement by RAILS after submission of supporting documentation to prove the cost incurred by the employee.

If RAILS has provided any of the assets for which the employee has requested to use their personal asset, or has the devices, equipment or resources available for the employee to use, and the

employee still chooses to use their own personal asset, then no expense reimbursement is allowed.

RAILS reserves the right to require an employee use RAILS issued devices, equipment or resources as opposed to using their own personal assets to conduct RAILS business.

RAILS Information Technology staff will service the teleworker's equipment via remote support only. If RAILS-provided equipment or software problems cannot be resolved remotely, the employee must bring the equipment to a RAILS service center for service.

ALTERNATIVE WORK SCHEDULE

RAILS is interested in alternative work schedules as a method of staff retention through work/life balance. Alternative scheduling is available to assist employees in meeting their personal work performance goals and family needs. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling. Flexible work schedules are offered when it is feasible and will in no way interfere with providing efficient and effective services.

Eligibility

Eligibility for participation in RAILS' alternative work schedule program will be evaluated on a case-by-case basis by the immediate supervisor. This will be dependent on whether or not the proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. Employees must have worked at RAILS at least 3 months before being eligible for an alternative work schedule. Employees who have been subject to disciplinary action during the previous 90 days may not be eligible to participate in the alternative work schedule program.

Flextime: Work Times

Flextime at RAILS is a work schedule with time of arrival and departure that differs from the standard operating hours. Employees may participate in RAILS's flextime program by working the same number of normally scheduled hours per week during a different, preapproved schedule.

Guidelines for Alternative Work Schedules

1. The employee must submit a written request to their immediate supervisor. Employees should be prepared to discuss how they intend to resolve any conflicts that may arise between work responsibilities and the new schedule.

2. The supervisor will approve or deny the request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily or permanently return to a standard work schedule when needed.

3. Once a schedule is approved, the employee will be expected to work that schedule unless a written request is made to discontinue the schedule and is approved by the employee's immediate supervisor.

RAILS reserves the right to cancel or suspend a flextime/compressed work schedule at any time for any reason. Exempt employees must depart from any flextime schedule to perform their duties. Nonexempt employees may be asked to work overtime regardless of a flextime schedule.