**The Frederick A. DeLuca Foundation**

**Telecommuting Policy & Procedure**

**Objective**

The Foundation wishes to enable all employees to balance home and work life and to create a family-friendly workplace environment and structure that is inclusive of parents and caretakers. At the same time, we recognize our responsibility in meeting the expectations of our Board of Directors and management.

Telecommuting allows employees to work at home or in a satellite location for part of their workweek or on an occasional basis. The Frederick A. DeLuca Foundation considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

**Overview**

Telecommuting is an option that management may choose to make available to certain employees when a mutually beneficial situation exists. Telecommuting may be appropriate for some employees and jobs but not for others. It is not a universal employee benefit and this work option may be terminated by management at any time.

Any telecommuting arrangement must be approved in advance by an employee’s supervisor. Changes in job classification, duties, assignments, projects, as well as changes in business and/or operational needs may have an impact on suitability of telework; therefore, supervisors/managers are responsible for periodically assessing this arrangement with the employee to address any change in suitability.

**Procedures**

Telecommuting arrangements will be made on a trial basis for the first three months and may be discontinued at will and at any time at the request of the Foundation. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

At certain times, it may be necessary for the telecommuting schedule to be revised to ensure critical deadlines are met or to attend meetings. Any changes by the employee in the agreed upon schedule must be pre-approved

**Eligibility**

Individuals requesting formal telecommuting arrangements must be employed with the Foundation for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record while working independently and with minimal supervision.