**Work from Home- Regular, Approved Telecommute Schedule:**

* Must apply for flexible schedule through formal approval process as outlined in the [AGENCY]Handbook
* Employee must be in good performance standing
* Approved flexible schedules reviewed by Office Managing Director and HR every 6 months
* Designated flex place day should be consistent from week to week and should not change unless dictated by business need
* Must be available to work a full day during core business hours
* Cannot be a substitute for dependent care
* Cannot exceed one day per week unless dictated by business or due to other extenuating circumstances
* Must call in and be available for all internal and external meetings without distractions or background noise
* Office phone must be forwarded to flex place location
* Client needs/meetings take priority over flex place arrangements
* Repeated failure to complete time sheets, WIPS, invoices, expense reports, JPRs on time, missed client deadlines, late reporting or complaints from clients regarding accessibility may terminate agreement.
* Employee assumes all costs related to in-home equipment and IT support necessary to make telework possible
* Agreement can be terminated by employer at any time with 4 week notice to the employee.
* Not all positions are eligible to telecommute
* Abuse of policy can result in loss of privilege