

TERMS OF TELEWORK AGREEMENT

CENTRAL ALABAMA COMMUNITY FOUNDATION – MARCH 2020

The terms of this agreement must be read in conjunction with direction from the Governor of Alabama concerning authorization for businesses to implement telework, flexible work schedules, and practice social distancing until Monday, April 6, 2020—or a later date prescribed by the Governor—in response to the COVID-19 outbreak. Employees signing this agreement certify that they will abide by this agreement, and any supplemental guidance by the State of Alabama or the Central Alabama Community Foundation.

All employees authorized to temporarily engage in teleworking must maintain work schedules and work hours. In emergency situations, the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.

All employees authorized to temporarily engage in teleworking must do so from their residence or another suitably isolated location near the employee's residence. Employees are *not* authorized to travel to a more distant location (e.g., out of state) to engage in telework. All employees must be prepared to return to the office on short notice if the needs of the Foundation so dictate. As directed by the Governor, all employees are encouraged to engage in good hygiene and social distancing to combat the spread of COVID-19.

Prior to signing this Telework Agreement, the employee and the President will discuss:

- a. Office procedures (e.g., procedures for reporting to work, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);
- b. Safety, technology and equipment requirements; and
- c. Performance expectations.

All employees authorized to temporarily engage in teleworking must, to the maximum degree practicable, engage in official and authorized activities during duty hours and must ensure all important milestones are kept. While the Foundation understands that family responsibilities are unavoidable during this situation, the employee acknowledges that telework is not intended primarily as a substitute for dependent care. The President may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather-related emergency, prevent the employee from working at the telework site. The President will clearly communicate expectations to each employee during the teleworking time period. If the President determines that expectations are not being met, he or she may require the employee to take leave time.

Employees agree to protect sensitive and personal information, including personally-identifiable information. If the employee uses his or her personal computer to engage in telework, they are to access the Foundation server to store work documents rather than on the employee's personal hard drive.

The employee may choose to use personal equipment such as computers, phones, and internet services. Employees should notify the President as soon as possible if they anticipate to incur any expense from the use of their personal equipment for business purposes. Employees who lack access to sufficient personal equipment at home will work with the President to maximize their productivity given available resources. The Foundation is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent existing law so provides. Any accident or injury occurring at the telework site must be brought to the immediate attention of the President, who will investigate all reports as soon as practical following notification.

Employees will use their Foundation email account for official purposes and will make appropriate efforts to access their official email account remotely. The use of personal email to conduct business is discouraged. If contingencies make use of a personal email account necessary to conduct business, employees will copy their official email accounts on all communications to comply with recordkeeping requirements.

Any employee who does not wish to telework during this situation for whatever reason should discuss this concern with the President. The President retains the right to require any employee to work at the regular worksite during any or all of this period, if necessary, to accomplish the mission, or if the President has good cause to believe the employee has violated the terms of this agreement.

All regulations and policies of the Central Alabama Community Foundation remain in force throughout this period, and the employee agrees to abide by all such regulations and policies during this period.

Employee

Date

President

Date