

PURPOSE:

CAT may allow or require employees whose job duties are conducive to working from home to telework for a limited time. CAT can discontinue any telework arrangement at any time, and without any particular amount of advance notice.

DEFINITIONS:

1. **Telework:** A work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location which the employee would otherwise work. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g. home or telework center).
2. **Office Equipment (“equipment”):** Any asset owned by CAT that is used for its operating functions. Equipment includes, but is not limited to, computers, computer-related equipment, chairs, desks, scanners, copiers, and light fixtures.
3. **Office Supplies (“supplies”):** The materials that are consumed within an office setting during normal business operations for written communications, recordkeeping or bookkeeping, janitorial and cleaning, and for storage of supplies or data. Supplies include, but are not limited to, ink, toner, paper, writing implements, binders.

SPECIFICS:

1. Telework is not an entitlement and it in no way changes the at-will nature of the employment or the other terms and conditions of an employee’s employment with CAT.
2. The CEO is responsible for approving telework arrangements that affect multiple employees or departments within the agency and/or are likely to last more than five (5) consecutive days.
3. Division Chiefs may approve telework arrangements for his or her reports for periods not to exceed five (5) consecutive days.
4. Department Directors are responsible for approving and documenting the equipment that an employee will use in any telework arrangement. A Telework Equipment Authorization Form will be used to accomplish these purposes.

5. Employees are responsible for returning all equipment utilized for a telework arrangement in the same working order as they received the equipment prior to starting the telework arrangement.
6. Employees understand that all equipment, supplies and other property provided by CAT during a telework arrangement shall remain the property of CAT. The equipment, supplies, and other property provided by CAT must be returned immediately at CAT's request or upon completion of the telework arrangement. Upon termination of employment, all equipment, supplies, documents, and other property of CAT that may be in an employee's possession, must be returned within two (2) business days from date employment ends.
7. Employees in a telework arrangement that need office supplies must obtain approval from their supervisor for such supplies. If supplies need to be purchased, then CAT's normal procurement process must be followed.
8. An employee who is teleworking will meet with his or her direct supervisor, by phone or video conference, to receive assignments and to review completed work as necessary. The evaluation of the employee's job performance will be based on the completion of his or her assignments.
9. Employees in a telework arrangement are responsible for being as accessible during the agreed-upon work hours as they are during on-site work.
10. Employees working in a telework arrangement are subject to all of CAT policies, procedures, and practices. Employees will be subject to the standards of conduct expected of all of employees who work for CAT.
11. Telework arrangements are not to be viewed as a substitute for family care arrangements. CAT expects that employees will make family care arrangements as needed and that such obligations will not interfere with work or safety obligations. To the extent that employees have additional childcare obligations because of the COVID-19 pandemic or other public health emergency, employees should contact HR.

PROCEDURE:

1. Exempt Employees:
 - a. *Work Schedule:* Exempt employees agree to abide by the work schedule that they normally work on-site. Exempt employees must obtain prior approval for working anything other than the previously agreed upon work hours. Requests for vacation and sick leave will be handled in the same manner as if the exempt employee was at the office, including the requirement for prior notification.

- b. *Time Keeping:* Exempt employees must record all hours worked in the same manner required for on-site work.

2. Non-Exempt Employees:

- a. *Work Schedule:* Non-exempt employees in a telework arrangement will work the hours assigned to them in the ordinary manner in which such assignments are made when they are working on-site. The Employee must obtain prior approval for working anything other than the previously agreed upon work hours. Requests for vacation and sick leave will be handled in the same manner as if the employee was at the office, including the requirement for prior notification.
- b. *Time Keeping:* Non-Exempt employees must record all hours worked in the same manner required for on-site work. Non-exempt employees must record their daily work starting and ending times, break times, and starting and stop times of meal periods in the same manner, as they normally would while working on-site. Non-Exempt Employees must record all hours worked. **Non-exempt employees are strictly prohibited from working “off the clock.”** If Employee fails to record the start time or end time of Employee’s daily work time or if there is an error in the time reported, the Employee must notify the Employee’s supervisor as soon as possible.
- c. *Meals and Breaks:* Non-Exempt employee must adhere to all duty-free break and meal requirements in the same manner as if they were on-site. Non-exempt employees understand and agree that they are free to take their duty-free meal periods and rest breaks at their convenience pursuant to the same policies and procedures they adhere to on-site. Employees are not expected to be on-call during their meal periods and rest breaks and need not answer any phone call or correspondence if Employee is on a duty-free meal period or rest break. If the Employee feels that she or he is unable to take his or her mandated duty-free meal period or rest break, he or she should contact their supervisor immediately.

3. Software Ownership / Duplication

CAT owned software may not be duplicated without appropriate approval or unthorization. Employees must comply with all CAT practices and procedures regarding data security and the proper use of agency equipment and networks.

4. Internet/Telephone Expenses

No employee may voluntarily telework without the availability of phone and high-speed internet services. If an employee is required to telework and does not have access to phone

and high-speed internet services, then the employee must contact his or her supervisor and CAT will determine how best to proceed.

5. Safety Guidelines

The Company is committed to ensuring the health and safety of employees who are teleworking. Employees are encouraged to set up a separate and safe work area at home, and any equipment should be placed where it is adequately supported and there is no danger of it being damaged. Electronic equipment should be connected to a properly grounded electrical outlet and all wires should be kept out of walkways. Should Employee have any questions regarding the adequacy or safety of their work area, he or she should contact Erica Franklin, Director of Safety and Training, at 912-629-3932.

6. Worker's Compensation / Liability Stipulations

The Company is responsible under its Workers' Compensation insurance plan for injuries to employees resulting directly from their work, including injuries that may occur in telework arrangements. Employees are responsible for notifying the CAT of any potentially qualifying injuries in accordance with CAT's worker's compensation procedures. Coverage is for employees within their home work area only, and does not include family members, visitors and others who may be present in the employee's home. The CAT's general liability insurance does not extend to the premises of the home work area as it does to remote, CAT-owned facilities.

REFERENCES:

- A. Attendance Policy
- B. Authority Provided Cell Phone-Computer Use Policy
- C. Code of Business Conduct
- D. Due Process Policy
- E. Drug & Alcohol Policy
- F. Holiday Policy
- G. Progressive Discipline Policy
- H. Sick Leave Policy
- I. Vacation Policy

APPLIES TO:

All CAT employees whose job duties are conducive to telework arrangements.

ATTACHMENTS:

- A. Telework Equipment Authorization Form

Attachment A

Telework Equipment Authorization Form

Employee Name:

Department:

Expected Termination of Telework:

Equipment	Issue Date	Condition at Issue	Returned Date	Returned Condition

Signatures at time of equipment issuance:

^, Department Director

^, Employee

Signatures at time of equipment return:

^, Department Director

^, Employee