



LIFECHURCH.TV

Subject: Telecommuting Policy

Effective Date: 09/25/09

Department: All

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Revised Date:

PURPOSE

- LifeChurch.tv considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular work week. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. Telecommuting is not considered an entitlement or an organization-wide benefit. Telecommuting in no way changes the terms and conditions of employment with LifeChurch.tv
- Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below in the situation of a remote employee. Other informal, short-term arrangements may be made for employees on family medical leave, to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case by case basis, focusing on the department and organizational need first. Such informal arrangements are not the focus of this policy.

POLICIES

A. Terms of telecommuting agreement

The team leader should work with HR in creating the telecommuting agreement. Both the team leader and employee should sign the written agreement prior to entering into a remote work relationship. The agreement should clearly outline the terms and conditions of the telecommuting arrangement.

B. Standard Work Rules Apply

Remote employees should adhere to the standard work rules and policies outlined in the Employee Handbook and established within their department. Standard work hours, leave requests, overtime, accountability and other employment policies should be met regardless of work location. The same dedication to work time and work productivity should be maintained in a remote environment as it would in the work office location.

C. Expectations of Staff

Remote employees are expected to act in a manner that reflects the core values and beliefs of LifeChurch.tv. This includes, but is not limited to, tithing, be in a LifeGroup, participate in missions, serve and partner on a campus, be in an accountability relationship.



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D. Home office Tax Issues

Remote employees are responsible for any home office tax issues and for paying their appropriate taxes associated with expenses and work space. Remote employees are encouraged to consult with a tax professional.

E. Equipment

LifeChurch.tv will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. LifeChurch.tv will not reimburse for internet access costs.

Team Leaders should submit equipment need requests to the IT helpdesk. Equipment supplied by LifeChurch.tv will be maintained by LifeChurch.tv. Equipment supplied by the employee, if deemed appropriate by leadership, will be maintained by the employee. LifeChurch.tv accepts no responsibility for damage or repairs to employee-owned equipment. LifeChurch.tv reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by LifeChurch.tv is to be used for business purposes only. The employee should take appropriate action to protect LifeChurch.tv owned equipment from damage or theft.

Upon termination of employment all LifeChurch.tv property will be returned to LifeChurch.tv, unless other arrangements have been made.

F. Office Furniture

The remote employee should establish an appropriate work environment within their home for work purposes. LifeChurch.tv will not be responsible for costs associated with initial setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

G. Security

Consistent with LifeChurch.tv expectations of information security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary LifeChurch.tv and partner information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and environment.

H. Work Time and Accessibility

The remote employee and the Team Leader will agree upon number of allowable telecommuting days each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or modem within a reasonable time period during the agreed upon work schedule.



POLICIES (continued)

I. Non Exempt Hourly Remote Staff

Telecommuting employees who are not exempt from overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in EZ Labor. Remote employees will be held to a higher standard of compliance than office-based staff due to the nature of the work arrangement. Hours worked in excess of 40 hours per week, in accordance with state and federal requirements will require the advance approval of the team leader. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.

J. Worker's Compensation

Worker's compensation does apply, provided the employee is doing their job and not doing home repairs or non-work related activity during the time they should be working. Worker's compensation is also only applicable in the designated workspace. It does not cover the remote employee's entire home.

K. Assessing the Appropriateness of telecommuting

Team Leaders should evaluate the position to determine if it is appropriate to allow telecommuting. If so, the above policy should be considered and communicated with the potential remote employee in advance of the agreement to enter into a telecommuting arrangement. The telecommuting arrangement of any remote employee will continually be evaluated by the team leader and LifeChurch.tv leadership. The telecommuting agreement may be modified or terminated at any time as deemed appropriate by LifeChurch.tv or the employee.