



Teleworking Policy

Teleworking refers to working from home or at other off-site locations while maintaining an electronic connection to the organization. Teleworking is a cooperative arrangement between the organization and an employee. Teleworking may be granted under specific conditions and when it is appropriate to the job description. Teleworking must be preapproved at the management's discretion. The opportunity for teleworking are based on the organization's needs, employee interest and the specific position or task to which the employee has been assigned. Timekeeping requirements do not change when an employee is teleworking. Nonprofit Network must maintain appropriate and consistent business hours. Teleworking requires a signed teleworking agreement.

Policy approved by the Nonprofit Network Board of Directors September 28, 2017. AMS