



PLAQUEMINES PORT: TELECOMMUTING POLICY
Policy Category: Operational Policies
Subject: Telecommuting Policy
Office Responsible for Review of this Policy: Executive
Procedures: N/A
Related Port Policies: Personnel Handbook; Information Technology Policies

I. SCOPE.

This Telecommuting Policy (this “**Policy**”) addresses the Plaquemines Port Harbor & Terminal District’s (the “**Port**”) guidelines and requirements for telecommuting. To ensure the effectiveness and productivity of this Policy, the Port establishes the following policy guidelines and may require certain employees to work remotely. The policies that comprise this Code apply to all Port departments, directors, and employees.

II. POLICY STATEMENT.

The Port supports telecommuting to maintain the operational needs of the Port and considers this practice to enhance our employee’s ability to be productive in their duties in the event of an emergency such as a weather disaster or pandemic, or other infectious diseases, disaster recovery, or emergency efforts. The Port may allow or require employees to temporarily work remotely to satisfy the operational needs and ensure business continuity of the Port.

The Port recognizes telecommuting to be a viable, flexible work option when both the employee and the job duties/responsibilities are suitable for such an arrangement. Managers are urged to carefully review both the advantages and disadvantages prior to recommending a telecommuting arrangement for an eligible employee. Success depends on both the nature of the work and the nature of the employee. This policy shall not be construed in any manner which affects the status, or the terms and conditions of employment of salaried/exempt employees.



III. DEFINITIONS.

“**Telecommuting**” is the procedure that allows employees to work at home, on the road or in a satellite location for all or part of their workweek as approved by the Port through a written agreement.

IV. POLICY.

A. ELIGIBILITY

Telecommuting is not suitable for all employees and/or positions. Telecommuting may be appropriate for some employees and jobs, but not for others. Telecommuting is not an entitlement or companywide benefit, and it in no way changes the terms and conditions of employment with the Port.

B. GUIDELINES & PROCEDURES

To ensure the effectiveness and productivity of this policy, the Port establishes the following policy guidelines and may require certain employees to work remotely.

a. Work Standards

Employees who are authorized to work remotely are expected to meet the same standards and professionalism as they would at onsite office locations and agree to follow the Port’s policies regarding work responsibilities, ethical conduct and public or customer contact.

b. Benefits and Leave Requests Unchanged

The employee’s salary and benefits will remain unchanged. The procedure for Leave requests for time off will also remain unchanged.

c. Accessibility

Employees must be accessible via telephone, network access or email during agreed-upon work hours to their supervisors, co-workers and customers to ensure that the day-to-day operations, objectives and directives are executed.

d. Telecommuting Agreement

A telecommuting agreement will be prepared by the Director of Administration and shall be signed by the employee and his or her manager. For telework arrangements, the department manager can initiate a telecommuting agreement during emergency



circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues. Copies of the telecommuting agreement and all attachments will be forwarded to the Director of Administration. The Director of Administration shall maintain copies of all telecommuting agreements currently in effect.

e. Equipment and Workspace

The employee will establish an appropriate work environment within his/her home for work purposes. Plaquemines Port will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Plaquemines Port will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the Port is to be used for Port business purposes only. Employees shall use their best efforts to ensure Port equipment used at a remote work location is not lost, damaged, destroyed or stolen.

The Port IT Team is available to review these equipment needs with employees and to provide support to employees in advance of telework situations.

f. Job Responsibilities

The employee will continue to perform all of his/her job responsibilities while working from home. The employee is required to meet or communicate with his/her Supervisor to receive assignments, review work progress and meet work deadlines as directed.

The employee must immediately notify his/her Supervisor when work assignments cannot be performed due to equipment failure or other circumstances.

g. Security

Employees that are allowed to work from home will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees must ensure that their Port issued equipment and data is restricted and not accessible to non-employees.

h. Termination of Telecommuting Agreement

The Executive Port Director or Deputy Director may terminate telecommuting at any time. Employees should not assume any specified period of time for emergency telework arrangements, and the Port may require employees to return to regular, in-



office work at any time. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

V. EFFECTIVE DATE(S).

This Policy was effective March 27, 2021.

VI. REVIEW SCHEDULE.

This Policy shall be reviewed and updated, as necessary, every two years following the effective date.

DRAFT



VII. SIGNATURE, TITLE AND DATE OF APPROVAL

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved:

NAME:
TITLE:

Date Approved: _____

DRAFT