



TELEWORK AGREEMENT

SCOPE: This procedure applies to all employees of the Bellingham Symphony Orchestra

This agreement is to be completed when an employee has been approved for telework on a regular or ongoing basis. It will be reviewed at least annually or when work tasks or other conditions change. This agreement is not required for ad hoc tasks or occasional telework although staff members doing such work are advised to follow the safety and ergonomic information below. The BSO Telework Policy applies to all telework situations, whether ongoing or temporary, regular or ad hoc.

Employee Name _____ Title _____

Department/Location _____ Supervisor _____

Telework Effective Dates _____

Telework Agreement Details. Include specific information such as the telework location, schedule, the type of telework being approved or denied. Note how confidential information will be secured (if applicable).

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Equipment

This section identifies any equipment that may be necessary for telework and who is responsible for providing it.

Item Description	Provided by BSO or Employee	BSO Inventory # and S/N (if applicable)



Safety and Ergonomics

Telework employees are eligible for worker's compensation following the same guidelines and criteria as an employee working at a BSO facility. BSO has an interest in ensuring employees have a safe workplace wherever they are working. Likewise, telework employees are responsible for providing and maintaining a safe, secure and ergonomic workspace. Telework employees should carefully review the safety and ergonomic tips and information provided below.

Building Conditions

- The employee assumes the risk of working from home for building conditions such as asbestos, air quality, mold, etc.
- The building's electrical system should permit the grounding of electrical equipment.

Workspace Safety

- The workspace's temperature, ventilation, noise levels and lighting should be adequate for the job being done.
- Electrical equipment should be free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls or doorways, missing ground prongs on plugs, etc.).
- Electrical cords should not be placed where they could be stepped on. They should not be covered by rugs or furnishings.
- Portable heaters should be in good working order and placed in a stable location away from combustible materials such as drapes or papers.
- The workspace should be neat, clean and free of excessive amounts of combustibles.
- File cabinets and storage closets should be arranged so drawers and doors do not open into hallways, walkways or exit ways.
- Phone lines, electrical cords and surge protectors in the workspace should be secured under a desk or alongside a baseboard to eliminate tripping hazards.
- Chairs should have sturdy rungs and legs, and should not have loose casters or wheels.
- Rugs and runners should be secured with carpet tape or non-skid backing.
- Walkways should be free of clutter such as toys or furniture.

Ergonomics

- Chair: A sturdy chair that supports the curvature of the spine is ideal for working. Chairs should also allow for adjustments so that your feet can rest flat on the floor and your thighs are parallel to it. While typing, your arms should be parallel to the floor as well.
- Desk: Use a work surface, such as a desk or table, that has space underneath for your legs and feet. If a work surface is too low, adjust your chair accordingly. Cushion your wrists from the surface edge with padding or a wrist rest.
- Screen: Arrange your laptop or monitor screen directly in front of you and approximately an arm's length away with the top of the screen at, or slightly below, eye level.
- Layout: Organize files and materials so that you don't have to constantly bend and strain to reach them.



- Equipment: When using a keyboard and mouse, keep them on the same surface. Position your arms so that your hands are aligned with, or slightly below, your elbows. Make sure your wrists are straight and your upper arms stay close to your body. If you use the phone frequently, put it on speaker or use a headset in order to avoid having to cradle the phone between your head and shoulder.

Additional Responsibilities and Considerations

- Employee is responsible for reporting to their home insurance carrier (own or rent) that they are telecommuting and should ensure that activities not covered by worker's comp (such as injury to a family member or visitor) are covered by employee's home insurance.
- Employee is responsible for complying with any local zoning laws or covenants, codes and restrictions that may apply to their home, such as a CC&R that says no home-based offices allowed.
- Employee is responsible for ensuring telework location has adequate internet access if required for the work being done.
- Employee is responsible for any utility costs resulting from telework, including internet charges.
- In the event of inclement weather or other conditions resulting in the closure of BSO facilities, or the inability to carry out work at the telework location, the employee and their supervisor will determine if the employee's work can be done from their telework location or if the employee will be temporarily assigned to a different location.

I certify that I have read and understand the BSO Telework Policy and the information provided above.

Employee Signature

Date

Supervisor Signature

Date