Flexible Work Arrangement

INTRODUCTION

Lone Star Credit Union ("LSCU") is committed to maintaining a work environment that not only supports the growth and advancement of its staff, but also encourages a healthy work/life balance. For this reason, LSCU considers a Flexible Work Arrangement ("FWA") to be a viable alternative work arrangement in cases where individual, job, and manager characteristics are best suited to such an arrangement.

A FWA allows an employee to work from a credit union office, remotely, or a hybrid of the two options for all or part of their regular workday. This program may not be appropriate for some employees and some jobs. Employees and their manager will work together to determine the best work arrangement to fit the needs of the employee, department, credit union, and membership.

Offering a FWA is a business management decision; not an employee entitlement nor obligation, but a means of achieving increased productivity and higher employee satisfaction through elimination of daily commute, a quiet and focused work environment, and the ability to adapt to life changes.

A FWA in no way changes the terms and conditions of employment.

POLICY

To be eligible for a FWA, an employee must be employed in a position that doesn't require face-to-face interaction with Members

LSCU will provide a bi-weekly allowance off $46.15 for usage of personal cell phone and internet service.

Definitions

Primary Office Location: Each employee will be assigned a primary office location based on the credit union location the employee will work from when working in an office.

Remote Work: Working from a location other than the employee's primary office location. Remote work can take place at home, or other work location deemed suitable and approved by the department manager. Public places such as public libraries, coffee shops, restaurants, etc., are not considered suitable remote work locations.

Personnel Policies

All policies, procedures, guidelines, etc., governing the employees of LSCU shall apply to employees participating in a FWA, unless otherwise stated in the FWA agreement.

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Compensation & Benefits

The following matters are governed by the LSCU Employee Handbook and will not be affected by the terms of this arrangement: salary and other compensation, overtime, and merit increases. The employee shall have the same opportunity to participate in all benefits as those offered to LSCU employees not participating in a FWA based on employment category (i.e. full-time, part-time, etc.)

Work Schedules

Employees and their manager will work together to determine the best work arrangement to fit the needs of the employee, department, credit union, and membership. The employee must be accessible during the agreed upon work hours. The employee must notify his or her manager upon leaving remote work location during working hours, much the same way as when leaving on-site office during the workday.

The employee is responsible for tracking hours worked through LSCU's attendance tracking system. Employees working remotely are eligible for all applicable lunch and break periods that would be offered while working in a physical office.

The employee must be available and willing to report to the credit union office or other designated location as needed or for required meetings and training events.

Workspace

The employee shall designate a workspace within the employee's remote work location, to be the location where the equipment shall be installed, and the job responsibilities performed. The employee will maintain the workspace in a safe condition, free from hazards and other dangers to the employee, the equipment, and third persons. The location of the workspace must be free from distractions, including but not limited to, noise, dependent care, and other matters. The workspace should have appropriate furnishings and lighting. LSCU will not pay employee for use of the workspace.

LSCU may, at any time and without notice, request a visual inspection of the remote work location for such purposes as: determining the location and space are safe and free from hazards and distractions, and to maintain, repair, inspect, or take possession of equipment. Visual inspections will be conducted via a video conferencing system.

Generally, LSCU will not provide any furniture (desk, chair, cabinet, etc.), for the designated workspace in the employee's home office, unless required under the Americans with Disabilities Act. Should the purchase of furniture prove a hardship for the employee, a discussion should be initiated with their manager.

Office Supplies

LSCU will provide general office supplies that are necessary in the performance of the job responsibilities (paper, pens, staples, paperclips, folders, etc.). It is the employee's responsibility to obtain the supplies from the credit union office and to use the supplies only in conjunction with the performance of job responsibilities.

Telephone

The employee shall have access to a telephone and may be assigned software to receive incoming calls and make outgoing calls using their assigned direct dial number or extension. Employees are required to be logged in to the software during assigned work hours.

Computer & Related Equipment

An employee in a FWA will be issued an equipment package appropriate for their position. This includes thin client or zero client with appropriate software and access levels, dual monitors, keyboard, mouse, webcam, and headset. Any equipment provided by LSCU shall be returned to LSCU within 24 hours of LSCU's request, or immediately upon the termination of employment with LSCU.

An employee who chooses to provide a personal home computer/laptop must have a currently supported operating system and has an up-to-date software for monitoring and eliminating risk of a keystroke logger or other malware that could record user ID and passwords as they are typed.

Dual monitors are required for all employees to maintain the same efficiency as working in the office. A webcam for video conferencing is required and must be used when attending any LSCU sponsored meeting, training, or other meeting in which a video presence is requested.

An employee must be able to perform their job responsibilities without use of a printer. Employees will not have the ability to print credit union documents, records, etc. In addition, credit union records may not be taken to a remote work location.

Remote workplace uptime requirement is 98% per month. Technical issues must not be frequent or consistent. Employee agrees to report to a LSCU office or other remote location should something arise to prevent the employee from performing the duties of the position at their approved remote work location, i.e. power failure. Failure to report to another work location will result in Personal Time Off (PTO) being utilized.

LSCU reserves the right to monitor and log, without notice, all employee e-mail and internet activities, regardless of where LSCU work is conducted. No LSCU employee should have any expectation of privacy in the use of LSCU computer related resources, including when the employee's personal device or equipment is utilized for LSCU purposes.

Equipment Repair and Servicing

When LSCU issued equipment needs repair or service it is the responsibility of the employee to submit an IT request. LSCU will decide when, where and how to repair and/or service the equipment. The employee may be requested to bring the equipment to LSCU or LSCU may visit the remote location or dispatch repairpersons to the remote location.

LSCU accepts no responsibility for damage or repairs to employee-owned equipment.

Mileage Reimbursement

The employee will receive mileage reimbursement at the stated LSCU rate on the following basis: relating only to LSCU-related travel that is in excess of mileage the employee would travel if the employee were traveling to their primary office location.

Example 1: Employee A is traveling to their primary office location which is a 45 mile roundtrip commute. Employee A will not be reimbursed for mileage.

Example 2: Employee A is traveling to an alternate credit union location which is a 60 mile roundtrip commute. Employee A may be reimbursed 15 miles – the mileage more than what would have been driven to their primary office location. If the alternate credit union location is less than 45 miles roundtrip, the employee would not file for reimbursement.

Insurance

LSCU shall provide insurance coverage with respect to injuries and damages to persons and property which are sustained at the remote work location in connection with the employee's job duties. Additionally, employee shall be covered by LSCU's worker's compensation policy while employee is performing the job duties at the remote work location resulting directly from work and only if the accident or injury occurs in the designated work area, during assigned work hours. The employee is responsible for reporting any work-related accident or injuries immediately to the Human Resources department.

Employee shall be liable for all of the following injuries and damages to persons and property which occur at the remote work location, regardless of whether such injuries and damages are sustained by employee or third parties: (i) all injuries and damages arising as a consequence of activities that are unrelated to the performance of the job duties, (ii) all injuries and damages arising as a consequence of employee's negligence or willful misconduct, even if such injuries or damages arise in connection with the performance of the job duties and (iii) all injuries and damages which occur outside of employee's working hours.

Inclement Weather

In the event of inclement weather or other conditions causing a LSCU office to close, an employee working remotely will be expected to work scheduled work hours, unless the closing of the credit union office(s) makes performance of the job responsibilities impossible. (This is not intended to include threats to physical safety such as tornado/flood/etc.)