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**REMOTE WORK POLICY**

This policy provides employees with the standards and procedures related to a remote work arrangement. 5 Pages 20-756

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Remote Work Policy

Policy Brief and Purpose

Remote work arrangements allow employees to work at home, on the road or in a satellite location for part of their workweek. [ORG] considers remote schedules to be a viable, remote work option when both the employee and the job are suited to such an arrangement. Remote work arrangements may be appropriate for some employees and jobs but not for others. A remote work schedule is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with [ORG]. The purpose of this policy is to provide employees with the standards and procedures related to a remote work arrangement. It should be considered that a remote work agreement should be mutually beneficial and bring value to the organization and employee.

Procedures

Remote work arrangement can be informal, such as working from home for a short-term project with manager prior approval or on the road during business travel , or a formal, set schedule of working away from the office as described below. Either an employee or a manager can suggest a remote work arrangement as a possibility.

Any formal remote schedule arrangements made will be on a trial basis for the first three months and may be discontinued at any time at the request of either the employee, manager or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a remote work arrangement . There may be instances, however, when no notice is possible.

Remote work hours should not exceed the actual work hours spent in [ORG]'s offices. The general rule is two (2) days will be the maximum number of days an employee is eligible to work from home per week under the remote work arrangement. There may be exceptions to this on occasion. This is outlined for full-time, 40 hours per week. These parameters will vary for part time schedules.

Eligibility

Individuals requesting formal remote work arrangement must be employed with [ORG] for a minimum of 90-days of continuous, regular employment, must have a satisfactory performance record, and must have approval from their direct manager. For certain roles, a formal remote work arrangement may commence immediately upon hire. Some positions will necessitate remote work to adequately perform the job duties for example those positions that work primarily in the field.

Before entering into any agreement, the employee and manager, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

* **Employee suitability:** The manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote work arrangement.
* **Job responsibilities:** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
* **Physical workspace and equipment need:** The employee and manager will review the physical workspace and determine the appropriate location for the remote work.
* **Department needs:** The employee and manager will discuss the needs of the department such as having adequate coverage as it relates to the remote work agreement viability.
* **Tax implications:** HR recommends that employees seek advice from a tax professional to determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the EVP, Administration concurs, a ***Remote Work Agreement*** will be signed by all parties, and the three-month trial period will commence.

Evaluation of employee's performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and any challenges. At the end of the trial period, the manager will complete an **evaluation** of the arrangement and make recommendations for continuance or modifications. Employee will continue to receive an annual Focal Point Performance Review, beyond the remote schedule trial period review, that will focus on work output and completion of position objectives and goals rather than on evaluating the remote work arrangemen.t

An appropriate level of communication between the employee and manager will be agreed to as part of the process and will be more formal during the trial period. After conclusion of the trial period, the manager and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, [ORG] will determine, with information supplied by the employee and the manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. The HR and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. [ORG] accepts no responsibility for damage or repairs to employee-owned equipment. [ORG] reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used only for purposes defined in our Acceptable Use Policy. The employee must sign an inventory of all [ORG] property received and agree to take appropriate action to protect the items from damage, loss or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

[ORG] will supply the employee with appropriate office supplies (pens, paper, file folders etc.) as deemed necessary. [ORG] will also reimburse the employee for business-related expenses, such as shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. [ORG] 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.

Accessibility, Work Hours and Communication

The employee and manager will agree on the number of days of remote work allowed 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 and email during their regular work hours. A communication plan should be outlined for the employee and manager so that methods of communication and expectations are clear. If inaccessibility to the Internet occurs at the remote location for an extended period, employees are required to notify their manager. The manager and employee will work together to determine an appropriate alternative.

Non-exempt remote employees must not work hours in excess of those specified per day and per work-week without the advance approval of their manager. Non-exempt employees are required to shut down all [ORG] email accounts and electronic devices during non-work hours. Failure to comply with this requirement may result in disciplinary action including the possibility of immediate termination of the remote work agreement.

Security

Consistent with the organization's expectations of information security for employees working at the office, remote employees **will** be expected to ensure the protection of proprietary organization and donor information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. [ORG] and managers reserve the right to prohibit certain files from leaving the office.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. [ORG] will provide each employee with a ***Remote Work Safety Checklist*** that must be completed at least once per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by [ORG]'s workers' compensation policy. While working remotely employees are responsible for notifying their manager of such injuries as soon as it is practical. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote work is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of remote work schedules with family members prior to entering a trial period.

Time Worked

Remote employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using [ORG]'s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee' s manager. Failure to comply with this requirement may result disciplinary action including the possibility of immediate termination of the remote work agreement.

Ad Hoc Arrangements

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved by the direct manager on an as­ needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or 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 remote work arrangements are made on a case-by-case basis, need prior approval by direct manager and must focus first on the business needs of [ORG].

**Remote Work Agreement**

I acknowledge that I have received a copy of the Remote Work Policy and Procedure. I understand that it is my responsibility to read and become familiar with its provisions. I understand that I am to abide by all the remote work rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination of this agreement

The opportunity to work remotely on the day(s) and time(s) (2 working days maximum) as agreed upon with my manager has been provided to me by [ORG]. These parameters will vary for part-time schedules. This remote work agreement can be revoked at any time, and employment at this organization is on an at-will basis. By signing below, I agree to:

A.) Bear the following costs related to the establishment and maintenance of my home workstation, unless other arrangements have been made between you and [ORG].

* Internet access
* Phone
* Proper office furniture

B.) Ensure that my home workstation is safe, secure, and free from distraction and in accordance to the safety checklist provided by [ORG].

C.) Be available via phone, Jabber, email during work hours while working remotely; I agree to check my phone and email messages regularly during this time. I also agree to connect remotely or attend "All Staff ' meetings in person.

D.) Agree that no third-party visitor meetings will occur at the remote work location. All meetings will occur at [ORG] offices or the third party's office or at a public meeting space.

E.) Promptly return all [ORG] files taken home on remote work days and keep all confidential files in a secure location while they are in my possession.

F.) Follow all [ORG] policies, including the Employee Handbook, policies for the prevention and reporting of safety concerns and our Acceptable Use Policy.

**My normal work from home days are:- - - - - - - - - - - - - - - - - - - - - - - -**

Manager's Signature Date Employee' s Signature Date

EVP, Administration Date