

Chapter:	Human Resources		
Title:	Remote Work		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Author: Human Resources	Adopted Date: 03.2019 Review Date: 02.2024	Related Policies: Wage and Hour - Time Reporting Compliance Policy Family and Medical Leave Act Agency Property Information and Security Management Confidentiality and Privacy Donor Information Privacy and Security

Purpose:

Hopeful Horizons (HH) has established a Remote Work Policy and related procedure to provide consistency in the application of remote work across the organization.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other:

Policy:

Remote work allows approved employees to work at home or at other alternate non-worksites locations. HH considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with HH. Remote work can be revoked at the discretion of the supervisor at any time. The following expectations for employees are being clarified to avoid issues that may cause disruption to the workday and work outcomes. In the case of an emergency or health related pandemic, alternative work arrangements may be established for all employees.

A. General Expectations

- Employees working remotely shall be available and communicative during scheduled work hours unless otherwise approved by their supervisor/manager. Generally, for most employees, HHs’ work hours/days are defined as Monday – Friday, 9:00am-5:00pm
- Remote workdays shall be treated the same as in-office days. Employees must be available to come into the office or attend in-person meetings on days that are scheduled as remote
- HHs’ policies, procedures and standards of conduct shall apply to offsite and remote work locations
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards
- Non-work-related activities (e.g. secondary employment, schoolwork, leisure activities, etc.) shall not be performed during scheduled work hours
- Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business

demands. Appropriate leave requests shall be made to address an employee's personal commitments and obligations.

- B. Virtual Meetings: Employees joining meetings virtually shall make every effort to participate actively and in accordance with the following guidelines:
- Limit distractions (e.g., music, television, others present, etc.) – the space from which you join a meeting virtually shall be equally private and professional to your in-office work space. All conversations shall be conducted in a manner so as to appropriately protect confidential client, donor, staff and/or business information
 - Keep yourself muted during video or audio conferencing unless you are speaking
 - Turning on video is encouraged but not required (unless required by a third-party host)
 - Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host
 - Smoking or vaping is not permitted during a video conference
 - Dress in accordance with HH Dress Code and Appearance policy and in consideration of the audience
- C. Remote Work Hours/Approval: HHs [Wage and Hour – Time Reporting Compliance Policy](#) and its related procedure shall be followed for remote work. All remote work requires prior approval of the employees' supervisor/manager in accordance with HHs' Remote Work Approval Procedure. Approval for remote work shall be made on a case-by-case basis, focusing first on the business/service needs of the organization.
1. Routine Remote Schedule Requests: Generally, employees approved for remote work schedules must work at least sixty percent (60%) of their work week hours (24 hours/three days) in one of HHs' office locations. A maximum of two days (16 hours) is permitted for remote work
 2. Temporary/Ad Hoc Remote Request: Temporary/time limited remote work arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis with no expectation of ongoing approval
 3. Time Limited Remote Work Schedule: Other short-term and time-limited remote work arrangements may be made for employees under HHs' [Family Medical Leave Act Policy](#) (FMLA) or as necessary and in accordance with HHs' Reasonable Accommodation Request Procedure
 4. Exceptions: Other arrangements outside of these parameters require the approval of HHs' Chief Executive Officer (CEO). A fully remote work schedule for any employee requires prior approval and is at the sole discretion of the CEO
 5. Remote Work Exclusions: Request for remote work shall not be made/approved as a substitution for appropriate use of leave time. If an employee is on approved leave but is required to complete work that cannot be delegated, the employee and supervisor/manager may agree on a reasonable amount of time for remote work to handle the work commitments. Appropriate adjustments to leave time shall be made when time is reported.
- D. Equipment: HH shall determine, with information supplied by the employee and the supervisor, the appropriate equipment needed for each remote work arrangement. HH reserves the right to make determinations as to the appropriate equipment, subject to change at any time. Human Resources (HR) and the Director of Operations (DO) shall serve as resources in this matter. Equipment supplied by HH shall be used consistent with HHs' [Agency Property Policy](#) and shall be maintained by the organization. Equipment supplied by

the employee, if deemed appropriate by the organization, shall be maintained by the employee. HH accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by HH shall be used for business purposes only. All employees sign an inventory list upon hiring at HH and agree to take appropriate action to protect the items from damage or theft when outside the office. Upon termination of employment, all company property shall be returned in accordance with HHs' [Agency Property Policy](#).

HH shall supply the employee with appropriate office supplies as deemed necessary. The employee shall use HH provided office supplies and equipment when possible and avoid incurring expenditures for separately purchased items.

HH will not be responsible for costs associated with the setup of the employee's home office. Modifications to an employee's remote workspace that may be required due to a disability or medical condition shall be requested and addressed in accordance with HHs' [Reasonable Accommodation Procedure](#).

- E. **Security:** Employees working remotely shall ensure the protection of proprietary and confidential company, client, employee, and donor information consistent with HHs' approved policies and related procedures. Steps shall be taken to ensure the protection and security of information including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment as determined by the employees' supervisor, HR and/or the DO.
- F. **Safety:** Employees shall maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by an employee in a remote work location and in conjunction with their regular work duties are normally covered by the HHs' policies and procedures including workers' compensation. Employees working remotely are responsible for notifying the employer of any injuries in accordance with approved policies and procedures.
- G. **Policy Violations:** Employees who knowingly violate provisions of this policy are subject to discipline up to and including termination.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Employees shall review this policy and its related procedure when seeking approval to work remotely.

Definitions:

1. **Remote Work:** Remote work is defined as performing job requirements at home/alternate non-worksite. HHs' definition of remote work is not inclusive of work functions that are normally performed in other settings and does not include positions that require employees to be out of the office to perform their normal job duties (e.g., prevention, outreach, meeting with community partners, etc.).

Other Related Materials:

[Reasonable Accommodation Procedure](#)

Remote Work Approval Procedure

Remote Work Agreement and Plan

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
02.2024	Updates the policy to the new template; provides additional requirements and clarification; adds communication and training, definitions, other materials and references.	R. Lucovich, HR Specialist