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| **TITLE:** | Remote Work Arrangements |
| **POLICY#:** | HR 4-17 |
| **DEVELOPED:** | 03/2020 |
| **REVISED:** | 03/2022 |
| **APPROVED BY BOARD:** | 04/07/2022 |

**Objective**

Gulf Coast JFCS (hereafter, the “Agency”) offers remote work arrangements to its eligible employees. Such arrangements must be approved by the Program or Department director and be constructed in a manner that maintains or improves performance and ensures effective communication and administrative oversight. Remote work arrangements must not disrupt operations, negatively impact teams, result in performance issues, result in an employee’s inability to perform the essential functions of the job, or violate any other Agency policy or procedure.

Nothing in this policy alters management’s discretion to establish and enforce work schedules to maintain and improve Agency operations or alters management’s discretion to modify or discontinue any approved remote work arrangement with or without notice. Approval of a remote work arrangement does not otherwise alter or impact the terms and conditions of an employee’s employment and is not a guarantee of ongoing employment. Nothing in this policy establishes any vested rights in the employee to continue to have a remote work arrangement.

Failure by an employee to comply with the requirements and procedures as set forth in this policy may be cause to end an arrangement or deny a request for an arrangement. Failure by an employee to comply with the requirements and procedures as set forth in this policy may also result in disciplinary action up to and including termination of employment.

This policy does not cover requests for an alternative work arrangement because of an employee’s disability. The procedures to request an alternative work arrangement due to an employee’s disability are set forth in the Agency’s Americans with Disabilities Act Policy. The Agency complies with the Americans with Disabilities Act and is committed to supporting all employees with disabilities by engaging in an interactive process to determine reasonable accommodations, including alternate work arrangements, when they do not result in an undue hardship.

This policy also does not cover requests for alternative work arrangements that are not otherwise related to remote work. The procedures to request an alternative work arrangement that is not being requested due to an employee’s disability is set forth in the Agency’s Alternative Work Arrangements Policy.

**Eligibility**

To be eligible for a remote work arrangement, as defined below, the employee must:

* Have completed 90 days of employment;
* Not have been coached, counseled, or disciplined for any performance issues in the last 30 days; and
* Submit a written request for a remote work arrangement pursuant to the procedures set forth herein.

The Program or Department Director may tentatively approve a request for a remote work arrangement for a set trial period. At the conclusion of the trial period, the Program or Department Director, in consultation with the HR Department and management, will review the remote work arrangement. Upon completion of this review, the Program or Department Director may deny the arrangement, extend the trial period, or approve the arrangement for a longer period.

Any exceptions to the above-mentioned eligibility requirements will be considered on a case-by-case basis at the sole discretion of the Program or Department Director.

**Requirements**

Employees may not engage in remote work arrangements without prior approval from the Program or Department Director. To request a remote work arrangement, the employee must submit a written request using the appropriate request form. This form can be obtained from the HR Department.

Employees approved for remote work arrangements must be available by phone, email and virtual (TEAMS, Zoom…) communications during their scheduled work hours. Further, they must be present for any mandatory scheduled onsite meetings, regardless of their current work arrangement. Remote work arrangements will not change an employee’s compensation, benefits, and responsibilities.

Requests for a remote work arrangement will be reviewed on a case-by-case basis and will be approved at the Program or Department Director’s discretion, in consultation with management and the HR Department, and in consideration of several factors, including but not limited to,

* Job responsibilities
* Impact on operations
* Equipment needs
* Employee suitability
* Staffing needs

Remote work arrangements may take the form of fully remote work—which allows for 100% of an employee’s work to be performed remotely—or a hybrid arrangement—which may require an employee to work onsite on a routine basis while allowing the employee to work remotely for the remainder of their work schedule.

Upon receipt of a remote work arrangement request, an employee may be contacted for additional information and explanation regarding the employee’s job responsibilities and how the employee plans to stay in contact with their supervisor.

Remote work arrangements must not be for the purpose of ongoing caretaker duties (e.g., full/part-time childcare, elder care).

**Equipment**

The Information Technology (IT) department will serve as a resource in this matter. Unless otherwise stated herein or otherwise approved by management, employees working remotely fully or in a hybrid capacity will provide such furniture and equipment that employees will need to perform their duties. The Agency will not be responsible for any damage to furniture or equipment that the Agency did not provide. The Agency also 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, modifications, or maintenance to the home office space.

The Agency will be responsible for repairing any furniture and equipment it provides to employees. However, employees remain responsible for any intentional damage. Furniture and equipment supplied by the organization is to be used for authorized business purposes only.

Upon termination of a remote work arrangement, an employee must promptly return any furniture and equipment supplied by the Agency for purposes of enabling the employee to work remotely.

**Security**

Consistent with the Agency’s expectations of information security for employees working at the office, employees working remotely must ensure the protection of proprietary Agency and client information accessible from their home office. All client-related documents must be maintained in a secure location at all times and shredding of client documents must occur at the employee’s permanent work location. Employees must not download confidential or proprietary information onto a non-secure and unapproved device.

To further ensure the confidentiality of Agency and client information, employees must not share any passwords with anyone outside of the Agency. If any unauthorized access or disclosures occurs, you must notify the Agency's IT Department immediately.

Employees working remotely must secure Agency property.

**Safety**

Employees are expected to maintain their home workspace free from hazards. Remote workers are responsible for notifying their supervisor of any work-related injury immediately. The employee is liable for any injuries sustained by visitors to his or her home workspace.

**Time Worked**

Employees working remotely will be required to accurately record all hours worked using the Agency’s time-keeping system.

**Agency Policies Remain in Effect**

Employees permitted to work pursuant to an approved remote work arrangement must continue to abide by all Agency policies, including but not limited to, any policies addressing the Agency’s timekeeping requirements and overtime work. Failure to follow any Agency policy may result in discipline, termination of the remote work arrangement, and/or termination of employment.