

# **Employee Remote Work Policy**

## **Work Hours**

All employee's will work from home. All employees will be required to work the minimum set number of weekly hours set forth in their job description, unless time off has been approved.

Employees will clock in and out via the Homebase time card system. We all forget and make mistakes. If you forget to clock in or out, inform the executive director or your immediate supervisor immediately. Repeated failures to clock in or out may result in personal time be used. If an employee has failed to clock in ten or more times in a calendar year, and if they do not have any personal or vacation time, they will not be paid for hours not recorded in Homebase.

## **Equipment/Materials**

All employees will receive a laptop and cell phone for business use ONLY. No unauthorized person may use this equipment for any reason. Employees must have a password on their phones, and must shut down or put their computer to sleep when they leave the room. This is to protect the confidentiality of clients and donors. Employees must follow all procedures set forth in the *ELECTRONIC COMMUNICATIONS AND DEVICE POLICY*. If a failure to follow this policy results in damage to any equipment, the employee may be responsible for repair or replacement of the device.

Additional equipment and/or software may be provided to employees based on their job responsibilities.

Due to privacy concerns, all company materials must be kept in a secure location, unexcessable to unauthorized persons, at all times. If any materials or

equipment are damaged due to natural disasters, fire, or other circumstances outside the employees control, the employee must notify the executive director immediately.

## **Workspace**

Employees shall designate a workspace dedicated to performing company business. The workspace shall be in an area safe for electronic equipment. All company materials and files in the employees possession **shall be stored** in the workspace, and must be secured (I.E. closet which can be locked, storage cabinet with a lock, etc.)

## **Office Supplies**

Office supplies will be provided by the company as needed. Out-of-pocket expenses for other supplies will not be reimbursed without prior approval from the executive director.

## **Worker's Compensation**

During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by worker's compensation.

## **Liability**

The employee's home workspace will be considered an extension of the company's workspace. Therefore, the company will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

The company will be liable for injuries that occur during the employee's agreed-upon work hours. The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. The company

assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

The company is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

### **Dependent Care**

Teleworking is not a substitute for dependent care. Teleworkers will not be available during company core hours to provide dependent care.

### **Taxes**

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The company will not provide tax guidance nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

### **Communication**

Employees must be available by phone and email during core hours. All client interactions will be conducted on a client or company site.