



## **REMOTE WORK POLICY**

### **POLICY 6.1.02**

#### **PURPOSE:**

Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Center for Veterans Research and Education (CVRE) considers working remote 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 CVRE.

#### **POLICY:**

Either an employee or a supervisor can suggest remote work as a possible work arrangement. Any remote work arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the remote worker 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.

#### **PROCEDURE:**

Before entering into any remote work agreement, the employee and supervisor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the remote work. The supervisor or CVRE representative may visit an employee's remote work location during pre-designated work times upon reasonable notice, for performance, security and occupational health and safety reasons.
- Tax and other legal implications. The employee must 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.
- In-person responsibilities. If the employee must be present for events such as mandatory on-site meetings, it is the responsibility of the employee to be present. There will be no funds for travel costs or other expenses incurred.

If the employee and supervisor agree, the human resource department concurs, and the Executive Director approves, all parties will sign the Remote Work Policy, and a three-month trial period will commence.

Evaluation of remote work performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuation or modifications. Evaluation of remote work performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance. Supervisors may also conduct remote monitoring of employees through technology at their discretion as appropriate.

An appropriate level of communication between the remote worker and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and remote worker 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, which must be presented to and approved by human resources.

#### EQUIPMENT

On a case-by-case basis, CVRE will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote working arrangement. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. CVRE accepts no responsibility for damage or repairs to employee-owned equipment. CVRE reserves the right to make determinations as to appropriate equipment, subject to change at any time.

The employee will establish an appropriate work environment within his or her home for work purposes. CVRE will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, nor for repairs or modifications to the home office space.

#### SECURITY

Consistent with the organization's expectations of information security for employees working at the office, remote working employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, a workspace that does not allow others to view confidential information, and any other measures appropriate for the job and the environment.

#### SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Remote working employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote working 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 working with family members prior to entering a trial period.

#### **TIME WORKED**

Remote work 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 CVRE 's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the remote worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote working agreement.

#### **APPLIES TO:**

Individuals requesting formal remote work arrangements must be employed with CVRE for a minimum of three months of continuous, regular employment and must have a satisfactory performance record, with at least one completed performance review.

#### **EXCEPTIONS:**

Not applicable.

#### **DEFINITIONS:**

Fair Labor Standards Act: The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. [www.dol.gov](http://www.dol.gov)

#### **CONTACTS:**

Executive Director, 612-467-5732

Human Resources, 612-467-5279

#### **BOARD APPROVED:**

RECEIPT & ACKNOWLEDGEMENT

I have received my copy of the Remote Work Policy, which outlines my privileges and obligations as a remote worker of CVRE. I understand that I am responsible to familiarize myself with the information in this policy and understand that it describes the general policies that govern remote work at CVRE.

Since the policies may subject to change, I understand and agree that any such changes can be made unilaterally by CVRE in its sole and absolute discretion, and that material changes will be made known to employees through the usual channels of communication within a reasonable amount of time. I agree by accepting or continuing remote employment to abide by the policies and practices of the Company.

I have read this Remote Working Agreement and agree to its terms.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Remote Worker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

Return to [hr@cvre.org](mailto:hr@cvre.org) as soon as possible – To be retained in Employee’s HR File