

# **Sunshine Village**

## **REMOTE WORK POLICY**

*Approved by the Board of Directors October 7, 2021*

Remote Work (also referred to as telecommuting or working from home) allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Sunshine Village 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 can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office. Either an employee or a manager can suggest Remote Work as a possible work arrangement, but it must be approved by the Executive Director or their designee.

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, focusing first on the business needs of the organization and may be discontinued at will and at any time by Sunshine Village. Every effort will be made to provide sufficient notice of such change in order to accommodate commuting, child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

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 Sunshine Village. All protocols are to be complied with at all times and the breach of any protocols may result in termination of telecommuting and disciplinary action up to and including termination of employment.

## **REMOTE WORK PROTOCOLS**

### **Eligibility**

Before entering into any Remote Work agreement, the employee and their manager, with the assistance of the human resource department as necessary, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

- Equipment needs, workspace design considerations and scheduling issues will be discussed. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- 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.

### **Communication**

An appropriate level of communication must be maintained between the employee and their supervisor and the employee will be expected to 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, Sunshine Village 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 Work arrangement. The human resource and information system 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. Sunshine Village accepts no responsibility for damage or repairs to employee-owned equipment. Sunshine Village 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 for appropriate purposes only. Web filtering and Anti-Virus programs will be installed to prevent misuse. Sunshine Village will track all property received and the user agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Sunshine Village will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Sunshine Village will also reimburse the employee for business-related expenses, such as phone calls and 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. Sunshine Village 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.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, Remote Work employees will be expected to ensure the protection of proprietary company and client 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.

**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 Work 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 Work arrangements are 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.

**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 Sunshine Village's timecard. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the Remote Work agreement.

I have read and understand the policy and protocols of Remote Work.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_