

	POLICY A06: REMOTE WORK
	APPROVED: 12/1/2020
	REVISION:
	APPROVED BOARD REVISION:
	INTERNAL REVIEW CONDUCTED: 06/30/2023
	<input checked="" type="checkbox"/> NEW
	<input type="checkbox"/> REVISED

PURPOSE

Northwest Oregon Works (NOW) is a virtual office environment. As a virtual office, employees can work from anywhere while still utilizing the mailing address, phone services, meeting rooms, and videoconferencing of the organization. Our staff operates as one unit to serve customers and conduct work, but we do not operate from a fixed location.

NOW believes that a virtual office arrangement can lead to greater productivity, as it frees workers from administrative tasks, as well as commutes. Each employee can work from the location that is most convenient, and the business is not restricted to hiring employees who live in the same vicinity of the five-county workforce area. The purpose of this policy is to establish protocols for remote work.

POLICY

Agreement

Because we are a virtual office environment, all employees will complete a remote work agreement, Attachment A. Employees should indicate their primary working address in the remote working agreement which will also outline their responsibilities as remote employees and basic schedule.

Compensation and Work Hours

Employee's compensation, benefits, work status and work responsibilities do not change due to the remote work environment. The time each employee is expected to work per day or pay period also does not change as a result of remote work.

Schedule

Employees will work according to a schedule agreed upon with their immediate supervisor. Schedules may vary from employee to employee, and may allow for non-traditional schedules outside of the typical work week.

Communication and Work Tracking

Employees must be available by phone and email during agreed-upon hours. Employees are expected to be available for meetings, and other meetings deemed necessary by management. Employees and supervisors will communicate regularly regarding work assignments, progress and completion. Employees will also keep track of assignments and daily progress toward completion using a method agreed upon with their supervisor and/or by the NOW team for work tracking. Employees may be asked to be flexible with schedules as necessary to meet a deadline or respond to a communication where time is of the essence. 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 NOW's time-reporting procedures.

Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while working remotely. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their supervisor.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

On-site Visits

NOW has the right to make on-site visits (with 48 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve NOW-owned equipment, software, data or supplies.

Equipment

The company may provide specific equipment and supplies for employees to perform their work duties. This may include computer hardware, computer software, phone lines, email, voice-mail, printers, work stations, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture, when provided by NOW for use at the remote work location, is limited to authorized persons and for purposes relating to NOW business. NOW will provide for repairs to company equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

NOW 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 business purposes only. The employee must sign an inventory of all NOW property received and agree 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.

In the event that an employee is issued computer equipment, it is the responsibility of the employee to ensure that use of the device is in compliance with all NOW policies, legal and appropriate. Portable computer equipment, such as laptops, will be kept in the possession of the employee at all times while in transit. Computers, devices and equipment will not be left unattended in cars or other locations for any duration of time.

If a device or piece of equipment is damaged or stolen due to lack of compliance with these requirements, employees may be required to replace the item at their sole expense.

Office Supplies

NOW will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary and 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. Out-of-pocket expenses for other supplies will be reimbursed only with prior approval by the Executive Director or designee. The company may pay work-related voice and data communication charges.

Materials and Information.

Any work-related materials will be kept in the designated work area and not be made accessible to others. Personal Identifying Information of employees, contractors, and participants will be kept securely. Passwords to electronic devices will not be shared and any printed materials with personal identifying information will be kept in a locked cabinet within the remote workspace. Employees must follow all policies and procedures regarding records management and confidentiality concerning employee and contractor information as well as participant data.

Worker's Compensation and Liability

Employees are covered by worker's compensation during work hours and while performing work functions in the designated remote work area. 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

Employees will make arrangements for regular dependent care and understand that remote work environments are not a substitute for dependent care. In some circumstances, exceptions may be made for employees with caregiving responsibilities.

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.

Remote Work Agreement

Employee Name:			
Job Title:			
Hire Date:			
FSLA Status	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
Remote Work Location:			
	Street Address	City, State, Zip Code	
Schedule:			
Equipment Issued:	NOW will provide the following equipment (list any inventory numbers):		
<p>By signing, the employee agrees to:</p> <ul style="list-style-type: none"> • Remain accessible and productive during scheduled work hours; • Comply with all NOW rules, policies, practices and instructions; • Maintain a safe and secure work environment at all times and report work-related injuries as soon as practicable; • Ensure that NOW-issued equipment will not be used by anyone other than the employee and only for business-related work; • Protect company tools and resources from theft or damage and to report theft or damage immediately; • Comply with NOW policies and expectations regarding information security; and • Return company equipment and documents within five days of termination of employment. <p>I understand that NOW reserves the right to modify this agreement for any reason at any time.</p>			
Employee Name: (printed)			
Employee Signature:		Date:	
Supervisor Signature:		Date:	