

# Sexual Assault Coalition Working Remotely Sample Policies

Updated 3/20/2020

## IowaCASA

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**Remote Work:** Working remotely is permitted only in special circumstances with prior approval from the employee's supervisor and for specified tasks or projects. With Executive Director approval, a specific job description may be designated as remote in order to attract or retain qualified staff; however, this designation may be removed at any time. Remote employees are expected to maintain regular work schedules to accommodate the needs of IowaCASA, and they shall report for duty in Des Moines when deemed appropriate by their supervisor.

## FRIS (West Virginia Coalition)

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Our coalition in WV (FRIS) only has virtual offices, so telecommuting is our norm. As a practice, not a policy, I require that each staff submits to me their planned staff hours and their child care plans (we do have a policy guiding the child care piece, but it allows for flexibility. All of our staff with children but 2 have grandparents providing that, so our structure has been made our adaptations minimal to none). The safety plan noted below is required by our state's liability insurer. Weekly on our staff listserv our staff post their schedules (meetings/calls daily) plus list their planned activities projects they will be working on. On Fridays everyone posts their updates on their activities. That provides accountability for them and enables me to actually supervise progress. We do that through the staff listserv so that everyone sees everyone else's plans and stays abreast on all coalition projects.

Our policies regarding work site:

**Work Hours:** Although coalition work is rarely a 9-5 job, it is important that staff be available primarily during those hours to meet the technical assistance needs that the coalition was created to provide. Therefore, although there is some flexibility possible for staff work schedules, staff is expected to work most of their hours during commonly accepted business hours.

**Worksite:** FRIS main office is the mailing address and contact site for the agency. At the discretion of the Board of Directors and/or the State Coordinator, staff may be permitted to work from home/telecommute, knowing that at any time they may be required to work at the main office or a comparable site on a permanent basis. No travel will be paid from an employee's home to the main office. No expenses for working from home (Internet, utilities) will be reimbursed; however, at the discretion of the State Coordinator equipment may be provided to the employee such as a dedicated phone line, computer and filing cabinet. At the termination of employment, all equipment must be returned as it is the property of FRIS.

For liability purposes, all staff that telecommute must complete an annual safety inspection or provide their own liability insurance for any FRIS equipment.

It is a benefit to be able to telecommute, not a right. Staff that elects to do so must provide a designated, quiet work environment. If that is not possible, alternate work space will be provided.

The address that all staff must use on all communications (electronic and written) is that of the main office. No mail should be directly received at any work site other than the main office without the approval of the State Coordinator.

## MNCASA

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MNCASA considers working remotely (e.g., at home or another appropriate location) to be a voluntary, viable alternative work arrangement in cases when the employee and their job are suited to it. MNCASA has complete discretion in approving employees working remotely arrangements.

All working remotely arrangements are made on a case by case basis. To be eligible to work remotely, an employee must demonstrate a consistent ability to complete their work with minimal supervision and have the prior approval of their supervisor. The employee's performance must continue to meet or exceed performance standards in addition to the working remotely policy standards.

- Either an employee or a supervisor can suggest working remotely as a work arrangement.
- Such arrangements may be discontinued at any time at the request of MNCASA or employee.

- The employee and the supervisor will determine, based on the schedule of meetings and other obligations, the working remotely schedule. The employee will indicate their working remotely days on their calendar.
- Employees working remotely should check in with their supervisor regarding expectation for attendance at all assigned office meetings related to the performance of their job, including those which would be held on a working remotely day. For meetings with stakeholders, the expectation is that meetings will be held face to face.
- MNCASA will not be responsible for costs associated with working remotely. However, MNCASA will provide each employee with a laptop they may choose to use when working remotely.
- The off-site work location must have access to email, telephone, internet, and computer(s).
- The employee must learn to access the MNCASA server from remote locations. MNCASA will provide employees with access to the VPN for use on their personal devices.
- The employee must check email and phone messages and return phone calls promptly during normal business hours just as they do in the office. If the employee is unable to do so because the goal is to focus on projects or attend a professional development training, the employee should note that information on their email and voicemail.
- Supervisors must ensure proper compliance and documentation of work hours.
- The employee must ensure that all agency materials and information (including phone conversations) remain private and confidential.
- The employee and supervisor will have a clear agreement on the scope of work and the expected work product to be done while working remotely. The supervisor will review the work product as necessary.

Working remotely should be limited to a maximum of one (1) work day per week unless additional days are authorized by their supervisor. Working remotely is not intended to be used in place of vacation, sick, parental, or other types of leave.

Emergencies such as severe weather, fires, flooding, severe winter weather, power failures, earthquakes, or national, state, or local emergencies can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility and staff will be authorized to work remotely.

Working remotely does not change the conditions of employment or required compliance with MNCASA's policies and procedures. The employee will continue to comply with all provisions of the MNCASA Employee Handbook while working at the alternate work location.

An employee's compensation and benefits will not change as a result of working remotely. The employee is covered under the Workers' Compensation Law if injured in the course of performing official duties at the remote location.

## CCASA

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### **Flexible Workplace Policy**

CCASA's daily work is centered on the trauma of sexual violence. Additionally, as a statewide agency, many staff are out of the office on a regular basis in order to fulfill their job duties. CCASA is committed to supporting employees in mitigating vicarious trauma and maintaining a healthy work-life balance. Therefore, CCASA offers flexible workplace arrangements to all employees, such as alternative hours or working remotely (a.k.a. telecommuting).

Employees wanting such arrangements may make a request to their direct supervisor, which will be considered on a case-by-case basis, focusing on the needs of the organization first. Approval is required in advance from both the employee's immediate supervisor and the Executive Director. Employees must be able to satisfactorily perform their job requirements in order to be considered for flexible workplace arrangements and any approved arrangements may be revoked at any time and for any reason.

### Conditions of Employment

Flexible workplace arrangements do not change the conditions of employment or required compliance with CCASA's policies and procedures. The employee will continue to comply with all provisions of the CCASA Employee Handbook while working under flexible workplace arrangements.

### Compensation & Benefits

An employee's compensation and benefits will not change as a result of flexible workplace arrangements. Although, other changes that happen at the same time (e.g., decrease in FTE) may affect compensation and benefits.

### Document of Hours of Work

Employees and their supervisors must ensure proper compliance and documentation of work hours, particularly in cases where employees are working on projects with donor/funder restricted funding. Failure to do so may result in revocation of flexible workplace arrangements.

### Work and Family/Fair Labor Standards Act

Flexible workplace arrangements are not intended to be used in place of paid time off, medical, parental, or other types of leave. Requests to work overtime (if applicable) or to use paid time off or other leave must be approved in advance by your immediate supervisor in the same

manner, and in accordance with, the time and attendance procedures as when working at the primary work location and during standard business hours.

#### Office Closures

CCASA office closures due to weather or other circumstances will also apply to flexible workplace arrangements. If the employee cannot work at an alternate workplace because of loss of electricity, telephone, or internet access, the employee must contact their supervisor and may be required to report to another work location or applicable leave may be granted.

#### Attendance at Meetings

Unless other arrangement are made, employees will be expected to attend all assigned office meetings related to the performance of their job, including those which would be held on a day when they are scheduled for flexible workplace arrangements. Upon approval of the supervisor, the employee may be able to attend the meeting by phone or internet.

## OAESV

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### 1.3 TELEWORK POLICY

The purpose of this policy is to establish a program for teleworking for OAESV and to set forth guidelines and rules for employees who maintain offices from which they telework.

Teleworking is entirely at the discretion of the Executive Director, upon the request of an employee, and the Executive Director reserves the right to withdraw telecommuting privileges from an employee at any time. **Teleworking is not a right or benefit.**

For the purpose of this policy the following definitions shall apply:

*Teleworking:* is a working cooperative arrangement, mutually agreed upon by the employee and OAESV, whereby the employee works at an alternative worksite on specified days and/or for specified hours. Teleworking is based upon the needs of the job, work group, and OAESV. This policy does not apply to situations where a supervisor occasionally allows an employee to work at home on a temporary, irregular basis or to employees whose work takes them away from the Central Work Site for work related activities such as providing training and/or technical assistance.

*Central Work Site:* is the primary, traditional workplace, the employee's official duty station that serves as OAESV's primary business address (6111 Oak Tree Blvd. Suite #140, Independence, Ohio 44131).

Satellite Work Site: is the secondary, satellite, traditional workplace, and the employee's secondary work site that serves as OAESV's secondary business address (5 East Long Street, Suite #605, Columbus, OH 43215).

**Alternative Work Site:** is the location other than the central work site that and satellite work site has been approved by OAESV for use by qualified employees as a location from which the employees may telework (e.g., residence or telecommuting center). The alternative worksite may not be a political, campaign, or commercial office.

Teleworking is an option of OAESV rather than an employee benefit, and it does not change the terms and conditions of employment. The teleworking employee remains at-will at any time, except that OAESV cannot terminate employment for discriminatory reasons in violation of applicable federal law.

### **Criteria for Consideration of Teleworking Arrangement**

OAESV will establish selection criteria and select eligible employees. Teleworking employees are required to sign a Teleworking Agreement prior to participation in OAESV's Teleworking Program. Employees who were retained prior to the enactment of this policy will be grand mothered into the Teleworking Program and they must sign a Teleworking Agreement within 30 days of this policy's approval by the Board of Directors.

Considerations for selection for OAESV's Teleworking Program include:

- Employee work habits: the employee must have a demonstrated ability to work without direct supervision, must be organized, disciplined, able to work independently, meet deadlines, and manage distraction;
- Employee job responsibilities: the position must be one which requires minimum levels of supervision;
- The employee's need for specialized materials and/or equipment must not pose an undue hardship upon OAESV;
- The employee's assignments and duties must be such that there is no difference in the level of service provided to or by OAESV as a result of the teleworking arrangement; and
- Teleworking may not adversely affect the employee's job performance or affect the duties and responsibilities of co-workers.

Generally, telecommuting is not suitable for new employees, employees who require close supervision, or employees who require interaction with co-workers. All telecommuting employees must sign the Telework Agreement for the Ohio Alliance to End Sexual Violence (Addendum II).

Alternative Work Site:

It is the responsibility of the teleworking employee to have a clean, safe room or area that is designated for the performance of official duties.

#### Health and Safety:

The alternative work site must be assessed by OAESV to be suitable for teleworking purposes. The Health and Safety Questionnaire provides guidance on relevant health and safety issues. The employee is responsible for completing the Health and Safety Questionnaire and returning it to the Executive Director for review by the Administration Team. The employee may also be required to allow the Executive Director or her/his designee access to the alternative work site for inspection or investigation purposes.

The primary responsibility for the personal safety of the employee, regardless of work site, remains with each individual employee. The alternative worksite must remain in compliance with Teleworking Health and Safety guidelines. If the alternative worksite is a private home, the teleworking employee is responsible for ensuring that the home complies with Health and Safety Guidelines.

OAESV may, at any time, deny an employee the opportunity to telework or may rescind a teleworking agreement based on the existence or suspected existence of unsafe working conditions or hazardous material in or at the alternative work site. OAESV may also have the alternative work site inspected for compliance with Health and Safety Guidelines. Inspections will be by appointment only.

Teleworking employees and OAESV should follow the basic OSHA safety precautions, including but not limited to:

- Avoiding obstructions in the workplace
- Maintaining a clean workplace
- Eliminating trip-and-fall hazards
- Ensuring proper lighting, ventilation, and furniture; and
- Taking fire safety precautions (e.g., smoke detectors)

If an employee incurs a work-related injury while teleworking, workers' compensation law and rules apply. A teleworking employee must notify OAESV immediately and complete all necessary and/or OAESV requested documents regarding the injury.

In the event of a job-related incident or accident during teleworking hours, the employee must immediately report the incident to the employee's supervisor. The employee must allow agents of OAESV to investigate and/or inspect the alternative work site in the event of injury, theft, loss, or tort liability related to the teleworking work arrangement.

Official meetings, whenever possible should be scheduled in a professional public place, not at the alternative work site.

#### Work Hours/Due Dates/Times:

Employee must work designated hours. At discretion of OAESV supervisor, employee must make him/herself visible as "in office" through technology and other means identified. This includes responding to emails and phone calls daily during the business day, and when not traveling for work, logging in to the internal technology site during working hours to be available for instant messaging and designating on the calendar when not in the central, satellite, or alternative office location (i.e. away at meeting, etc.). Official documents, products, services, and deliverables a teleworking employee is responsible for during the routine course of their employment are due at 5 PM or close of business on the specified date. This applies to both internal and external documents, products, services, and deliverables.

Employees are advised to consult with their insurance agent and a tax consultant for information regarding home-work sites. Individual tax implications, auto and homeowner's insurance, and incidental residential utility costs are the responsibility of the employee.

Care of dependents cannot interfere with a teleworking employee's ability to perform official duties commensurate with the compensation received from OAESV. Care of dependents will fall under the same guidelines that pertain to employees who work on site. OAESV is committed to a family friendly workplace.

Costs:

Only specifically authorized teleworking expenses are reimbursable.

Ordinary and necessary office supplies must be pre-approved prior to being reimbursed.

Mileage is reimbursable in the same context as expressed in the Travel and Reimbursement Approval Process. Generally, mileage to and from meetings that are a shorter distance from the alternative work site to the meeting location than OAESV offices is reimbursable. Mileage reimbursement to meetings a longer distance than OAESV is from the alternative worksite must account for the distance to OAESV. Mileage from the alternative worksite and satellite office to the central worksite is not reimbursable.

Supplies and Equipment:

OAESV may provide ordinary and necessary office supplies to the teleworking employee.

OAESV retains ownership and control of any and all hardware, software, equipment, and data or documents placed in alternative work sites. Only portable equipment (laptop computers, etc.) may be transferred to the alternative worksite.

Teleworking employees shall be in compliance with OAESV policies and office guidelines for use of computer hardware and software including:

- Installing virus and surge protection on home computers



- Compliance with software licensing provision
- Duplication of OAESV owned or licensed software
- Maintaining system security
- Access to files
- Use of passwords
- Employee is prohibited from adding programs to supplied technology or using computers, phones and other OAESV equipment for personal use.

The employing office may pursue recovery from the employee for OAESV office property that is deliberately, or through negligence, damaged, destroyed, lost or stolen while in the employee's care, custody, or control. The employee is responsible for reimbursement for theft, damage or destruction of OAESV office property at the alternative work site.

OAESV shall maintain a central inventory of the office equipment and software issued to teleworking employees for use at alternative worksites. All OAESV office equipment and software used at the alternative work site must be noted on the Telecommuting Agreement.

OAESV will reimburse teleworking employees for reasonable costs that pertain specifically to the employee's work and/or assigned duties.

#### Maintenance, Repair and Replacement:

Maintenance, repair, and replacement of equipment belonging to OAESV issued to a teleworker will be the responsibility of OAESV. Note: Such maintenance, repair and replacement only covers normal use and wear. It does not cover maintenance, repair or replacement of equipment that is damaged or altered as the result of negligence or deliberate action, destruction, loss or theft.

In the event of equipment malfunction, the teleworking employee must notify her/his supervisor immediately. The central work site must conduct all repairs to equipment belonging to OAESV. The teleworking employee is responsible for returning malfunctioning equipment to the central work site for repair.

Repair and/or replacement costs for privately owned equipment and furniture used during teleworking are the responsibility of the employee.

#### Applicable Rules and Regulations:

***An employee with a teleworking arrangement is covered by the same rules, regulations and procedures applicable to all employees of OAESV, including those set forth in OAESV Personnel Policies and Procedures.*** Violation of any of these rules, regulations, procedures or laws may result in disciplinary action up to and including termination of employment.

Work schedules must comply with OAESV Personnel Policy and Procedure in compliance with Federal work rules.

#### Confidentiality and Security:

All employees shall follow OAESV's HIPAA AND USE OF PORTABLE DEVICES policy, as outlined in Section 2.9 of OAESV's policy manual.

Products, documents, and records used and/or developed while teleworking shall remain the property of OAESV, and are subject to OAESV policies regarding confidentiality and records creation, maintenance, and destruction.

An employee served with a subpoena for OAESV documents or files located at the alternative work site remains bound by OAESV Policies and Procedures and should consult with the Executive Director for guidance.

Electronic products, documents and records used and/or developed or revised while telecommuting must be copied or restored to OAESV's computerized records. Electronic records and files temporarily stored on the employee's personal computer must be stored in such a manner that will allow OAESV easy access. It is suggested that teleworking employees use back-up disk or CDs to save information, rather than local hard disk drives.

#### Liability for Damages:

OAESV will not be liable for damages to a teleworking employee's personal or real property during the course of performance of official duties or while using OAESV equipment in the employee's alternative work.

## Nebraska Coalition

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### **Flexible and Remote Working Policy**

#### Flexible Work Location:

A flexible work location may be an individual's home, a local program, or a community-based setting that allows staff members to complete their work outside of the office on a temporary basis through telecommuting.

A request to work from a flexible work location is made to accommodate a staff person's schedule, projects, and other pertinent factors. The request is made to a Supervisor who may approve it on a case-by-case basis.

When approving a request for flexible work location, the supervisor will take into consideration work priorities such as meetings, tasks, and trainings; whether the staff member is meeting deadlines and providing work deliverables; communication needs with the supervisor and team members; job duties; and office staffing needs.

Expectations:

1. Normal work hours will still occur in the Coalition office, with requests for flexible working being examined for each time a request is made.
2. Communication will occur with staff and customers in a responsive and timely manner while working from a flexible location.
3. Staff members will use existing resources that have been previously provided to them, including their work computer, their own telephone, and their own internet.
4. If a priority task arises that requires the staff person to be in the office for completion, staff will honor that priority by completing the task in the Coalition office.

#### Remote Work Location:

A remote work location may typically be an individual's home, although it may, at times included another remote location, that allows staff members to complete their work outside of the office on a semi-regular basis.

A remote work location is allowed to support staff members who may live in locations that are not easily accessible to the Coalition's Lincoln office. The request is made to the Supervisor but will be approved on a case-by-case basis by the Executive Director.

When approving a request for a remote work location, the supervisor will take into consideration the nature of the job position as a whole, embracing the capability for successful completion of job functions from a remote location.

Expectations:

1. Work hours will still occur in the Coalition office as needed to prioritize certain activities, with a remote working schedule flexing around the in-office needs.
2. Communication will occur with staff and customers in a responsive and timely manner while working from a remote location.
3. Staff members will use existing resources that have been previously provided to them, including their work computer, their own telephone, and their own internet.
4. If a priority task arises that requires the staff person to be in the office for completion, staff will honor that priority by completing the task in the Coalition office.

#### **Special Conditions**

In certain special conditions such as a natural disaster, pandemic health crisis, fire, flood or other environmental situations making it detrimental to the health and safety of employees to remain on site, it may be necessary for the office and/or facilities to close and some or all staff may be required to remain home. The Executive Director, or their designee, will determine when the Flexible and Remote Working Policy will be used for these circumstances.