

## 513 Temporary Remote Work

Effective Date: 07/01/2022

Last Reviewed: June 2022

Purpose: To allow administrative (non-clinical, non-direct-care) staff, in very limited and rare temporary circumstances, to work from home or another location in a way that provides a mutually beneficial option for both Pine Haven Christian Communities and its staff. Pine Haven's work from home policy establishes the guidelines and requirements to ensure that remote work does not negatively impact our staff, mission, or residents.

### Guidelines

The ability to temporarily work remotely is not a formal, universal staff benefit. It is an alternative method of meeting the needs of Pine Haven Christian Communities in very limited circumstances. Remote work is not an entitlement, it is not a companywide benefit, and is not designed to replace childcare or to accommodate other personal needs. All temporary remote relationships are at the discretion of Pine Haven, may be terminated by the company at any time for any or no reason, and in no way change the terms and conditions of employment with Pine Haven Christian Communities. The organization has the right to refuse to make remote work status available to a staff member and to terminate a remote work arrangement at any time.

### Circumstances

Temporary remote work arrangements allow eligible employees (see eligibility sections, below) to work at home or at some other off-site location for all or some of their regularly-scheduled work hours in circumstances such as (but not limited to):

- Medical reasons
- While on the road traveling for work
- Extenuating, compelling personal or family obligations such as caring for a sick family member
- Emergencies, including weather or other short-term emergencies that make it dangerous to travel to work
- An emergency contingency work plan, initiated and enacted by Pine Haven

### Position Eligibility Criteria

Each position has different job-specific requirements. These differences are key considerations when making decisions about whether a given staff member is eligible for temporary remote work. In evaluating whether a particular position is suitable for temporary remote work, Pine Haven will consider many factors including, but not limited to:

- Whether the nature of the work to be performed remotely is operationally feasible
- Whether the position has tasks that are portable and can be performed from a remote location
- Whether the overall quantity and quality of work performed can be sustained at the remote location

- If the position is a managerial one, whether an employee in the position has the tools and resources to effectively manage direct reports remotely
- Whether collaboration required by the position is easily accomplished through teleconference or other remote technologies

### **Basic Requirements**

While some freedom exists to develop temporary arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home offices as they do when working on Pine Haven's premises.
- Employees are expected to be available to their Supervisors, Managers, and co-workers during agreed-upon work hours. Employees will need to ensure that they can be reached through telephone, email, virtual meeting platforms, or other communication tools that are being used within the organization. Pine Haven Christian Communities expects the same level of professionalism and responsiveness from an employee working remotely as it would from an employee working at the office.
- Employees must be available to attend scheduled meetings and participate in other required activities in-person or remotely as needed.
- Employees must arrange for childcare or dependent care during their work hours except in cases of extraordinary extenuating circumstances.

### **Employee Eligibility Criteria**

Candidates for temporary remote work arrangements must meet the following criteria\*:

- The job position is eligible for remote work.
- The employee possesses good time-management and organizational skills and is self-motivated, self-reliant, and disciplined.
- Job responsibilities can continue to be completed seamlessly.
- The staff member must be an employee in good standing. The employee has received positive performance evaluations, and they have no documented performance issues on file, and no performance issues have been brought to Pine Haven's attention.

*\* In extraordinary or extreme circumstances, such as natural disasters or pandemics, the above requirements may be waived at Pine Haven's discretion.*

### **Request and Approvals Process**

A staff member who is requesting a temporary remote work authorization should submit a written request to his/her Manager. The Manager will work with Human Resources to discuss the job responsibilities and determine if the job is appropriate for a temporary remote working arrangement, including equipment needs, workspace design considerations, and scheduling issues. Final approval of the temporary remote work

authorization is made by the Manager with the approval of Human Resources. A written agreement will be signed by all parties.

The decision to allow a staff member to work remotely is solely at the discretion of Pine Haven Christian Communities. Pine Haven will periodically review the agreement to ensure that it continues to be a viable option for the staff member, the team, and the organization. At any point, Pine Haven Christian Communities can withdraw remote work permissions.

### **Other Considerations**

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

Pine Haven will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only. Information Technology staff will provide input on system security and may assist with specific set up and connection.

Consistent with the organization's expectations of information security for employees working at the office, employees working remotely will be expected to ensure the protection of proprietary company and customer information accessible from their home office.