

MENNONITE VILLAGE POLICY

TITLE: Remote Work Policy

PROCEDURE NO: HR 500.16

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EFFECTIVE DATE: September 2023

PURPOSE:

For the convenience of our employees, Mennonite Village may provide remote access to the Company's network. This may include but is not necessarily limited to email, network drives and other applications as needed. Remote access will be granted to users on an as-needed basis and will require supervisor approval. An employee who is granted remote access privileges is not implicitly granted approval for flextime, overtime, telecommuting, or other alternative work schedules.

POLICY:

Remote users are responsible for taking reasonable precautions to ensure their remote access connections are secured from interception, eavesdropping or misuse; this includes the use of anti-virus and firewall software (refer to policy AD 243.25). Remote users must not save or store sensitive Company data on the remote host computer used to access Company resources.

The Administrator/Director will evaluate remote work options for employees based on the following criteria:

- Employee's job description and the nature of the work being performed.
- Employee's access to the necessary tools to perform the work remotely (internet, computer/laptop, appropriate workspace, ability to participate in virtual meetings)
- Needs of the department
- Ability of the supervisor to ensure compliance with wage and hour laws.
- Employee's ability to perform work at an acceptable level while working remote.
- Ability to protect confidential information while working remote.

If such an arrangement is approved, the employee is required to meet their usual or otherwise specified performance requirements. The employee will also be required to be available by phone and email during their normal working hours, unless otherwise agreed by their supervisor.

Even if approved, remote work may be discontinued at any time for any reason, including if the needs of the department or company change, the nature of the work no longer makes remote work a viable option, and/or if the employee is not meeting performance expectations.

NON-EXEMPT EMPLOYEES

Hourly employees will not have remote access to emails, unless prior approval is granted by Administrator/Director of the department or higher. This approval can be rescinded at any time for any reason.

Completing required training is considered work and must be scheduled or approved ahead of time by manager. This is not an option for being absent from a scheduled shift unless offered by a manager. If you need to schedule time to complete training, please speak with your scheduler or manager so they can find appropriate times for you to complete training.

Checking, reading, and responding to work-related emails, phone calls or texts are considered “working” and must be recorded as time on the clock. Failure to do so could result in loss of remote access and disciplinary action up to and including termination.

You can track your time two different ways.:

1. Remotely login to Timetracker before you check and respond to emails and text messages and log out when done.
2. Turn in a miss punch slip for a minimum of 15 minutes or actual time spent outside of normal work hours for time spent reading and responding to emails and text messages.

Employees must have approval each time from supervisor to work outside the normal work schedule.

EXEMPT EMPLOYEES

The Administrator/Director will work with each employee to determine if this is a viable option and if so, what the employee needs to work effectively from a remote location. Employee must get prior permission to work remotely (in lieu of in person) for each day, failure to do so could result in loss of remote access and disciplinary action up to and including termination.