

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Remote Access for Hourly Employees

PROCEDURE NO: HR 500.21

REPLACES: _____

PAGE(S): _____

PREPARED BY: Kristen Gregory, HR Director

DATE: June 2021

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 the department Administrator or Directors approval. An employee who is granted remote access privileges is not implicitly granted approval for flextime, overtime, telecommuting, or other alternative work schedules.

Remote users are responsible for taking reasonable precautions to ensure their remote access connections are secured from interception, eavesdropping, or misuse. This also 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.

POLICY:

Hourly employees are discouraged from remotely accessing emails or responding to emails and text messages. Checking, reading, and responding to work-related emails or text is "work" 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 time spent outside of normal work hours for reading and responding to emails and text messages.

Employees must have approval from supervisor to work outside the normal work schedule. Failure to follow these guidelines may result in loss of access and disciplinary action.