

GOODWIN HOUSE INCORPORATED**POLICY/PROCEDURES**

TITLE: Telecommuting	EFFECTIVE DATE: March 15, 2021
OFFICE OF PRIMARY RESPONSIBILITY: HR	POLICY LOCATION: GHI
REVIEWED BY POLICY COMMITTEE: 3/15/2021	DISTRIBUTION LIST: GHI
APPROVAL:	

Policy

This policy applies to staff members who serve residents and staff of GHA and GHBC. Under limited circumstances, GH may approve the request of a staff member to telecommute either on a regular or intermittent basis. Please note: given the nature of our business, most positions are not well-suited for telecommuting, as they are forward facing, meaning frequent interaction with residents and/or staff. Positions that require face-to-face support to residents and/or their direct reports are required to be on campus to fulfill their job responsibilities, will not be considered for a telecommuting schedule.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or formal, a set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of the staff member or GH.

Eligibility

Before entering into any telecommuting agreement, the employee, department director, executive director, with the assistance of HR (where needed), will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities. The department director will evaluate the position and determine if the job is appropriate for a telecommuting arrangement.

- Equipment needs, workspace design considerations and scheduling issues. The department director will review the list of equipment and supplies needed to fulfill the requirements of the position.

If the executive director and department director agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by the staff member and department director. At the end of the trial period, the staff member and department director will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

Equipment

On a case-by-case basis, Goodwin House will determine the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Human Resources and Information Technology departments will serve as resources in this matter. Equipment supplied by Goodwin House will be maintained by Goodwin House. Equipment supplied by the staff member, if deemed appropriate by Goodwin House, will be maintained by the employee. Goodwin House accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all GH 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.

Goodwin House will supply the staff member with appropriate office supplies (pens, paper, etc.) as deemed necessary. Goodwin House will also reimburse the employee for business-related expenses, such as phone calls and mailing costs that are reasonably incurred in carrying out the employee's job.

Goodwin House will not cover expenses associated with the setup of the staff member's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Time Worked

Telecommuting 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 Goodwin House's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement and/or disciplinary action.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved in advance for circumstances such as inclement weather and/or special projects/assignments. These arrangements are approved on an as-needed basis only by the department director and executive director, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.