HR | MINISTRY SOLUTIONS

Remote Work Policy

Employees may be permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and arrangements made with their manager. Working from home is a privilege that may be revoked at any time. ORGANIZATION may request an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible for WFH, an employee must have access to reliable internet and space free from excessive noise or distraction that enables the employee to attend virtual meetings with a degree of privacy that maintains confidentiality.

SUBMITTING REQUESTS:

Employees must submit their remote work request to their supervisor and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency.

Employees wishing to request additional remote workdays in any given workweek are required to speak with their supervisor in advance for approval. If approved, the employee must submit their request to their supervisor and notify appropriate team members.

SECURITY:

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary ORGANIZATION and customer information through the use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Unless you live alone, computers should be locked when you walk away, and other household members should be not allowed access to or use of ORGANIZATION property.

EXPECTATIONS:

When working from home employees must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office
- Maintain equivalent availability for supervisor, coworker, and congregation communication
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods
- Respond promptly to communication via messaging app, email, and phone
- Take all required breaks and rest periods, as if in the office
- Communicate consistently regarding their workload and status (i.e., break, lunch, working on a project, etc.)
- Follow all ORGANIZATION procedures and policies
- Refrain from using alcohol or illegal drugs