Remote Work Policies

Trial period – June 2020 through October 2020

These policies have tentative approval from the Board’s personnel committee. We will evaluate them over the next several months and make a recommendation for changes or adoption prior to the Board’s meeting in October.

**Remote Work Options**

dLCV offers three options for working in a location other than the Richmond office: full time telecommuter, remote work for special projects, and remote work one day a week. Employees are also expected to work remotely, to the extent possible, when the office is closed due to weather emergencies and other emergencies.

Remote work may be a reasonable accommodation for a disability under certain circumstances, and provided that it does not alter the essential nature of the work.

All remote work situations must be agreed to in writing, which may include an email in urgent or short term arrangements. See attached agreement form.

In all options, the following terms and conditions will apply:

* The Executive Director, in consultation with the immediate supervisor, has the sole discretion to approve positions and employees that may be considered for full time and one day a week telecommuting.
* Full time telecommuter agreements and one day a week telecommuter agreements require the approval of the Executive Director. Remote work for special projects may be done with the supervisor’s approval, with notice to the Executive Director.
* Employee must have demonstrated the ability to work without close supervision. In the case of a request to telecommute full time, the employee must have demonstrated the ability to work with minimal supervision.
* Employees must be available to their supervisors, co-workers, staff, and clients during their scheduled work hours, by telephone or other agreed communications tools.
* Employees must have internet capacity at the remote location sufficient to perform all tasks, according to contemporary standards. Unless the employee’s job duties require greater capacity, full time telecommuters must have internet capacity for medium use. One day a week telecommuters and special project telecommuters must have internet capacity for light use, unless the job duties require great capacity.
* Employees must have confidential, private work space and the ability to secure confidential information. The employee must be able to have fully private telephone conversations and video meetings. Full time telecommuters must have separate office space.
* Employees are responsible for the security of all confidential information included in the dLCV's database, files, documents, records and other items in their possession, and for returning that information in whatever form intact to the Richmond Office. Employees must take all necessary steps to protect confidentiality when transporting confidential information.
* Workers' compensation coverage is limited to designated work areas in employees' alternate work sites and to the performance of designated duties within that site during the telecommuter’s approved hours of work. The employee must notify their supervisor or another supervisor in the event an injury has occurred while working at an alternate work site.
* For full time telecommuters, dLCV will inspect the work area in person at least annually to ensure that it complies with safe work conditions and to ensure that there are adequate controls to protect client confidences. For employees who work remotely on special projects or one day a week, dLCV will inspect the work area using video or other electronic means at the beginning of the agreement.
* Full time telecommuters who are within 90 miles of Richmond will work from the Richmond office one day a week. Full time telecommuters who are more than 90 miles of Richmond will work from Richmond a minimum of one day per month.
* Employees who work remotely one day a week must specify the day. With the agreement of their supervisor, the employee may change that day within the same week on occasion, but may not accumulate days to be used in future weeks.
* Full time telecommuters must specify the day or days they will be in the Richmond office. With the agreement of their supervisor, the employee may change the day on occasion within the same week. Absent exceptional circumstances, the supervisor may not waive the requirement to be in the office.

* Employees may not see dLCV clients in their home. Employees should locate an alternative and accessible location to meet with clients, which may include the Richmond office and may include electronic meetings.
* Employees may not provide child or dependent care during work hours. If there are family members in the alternate work location, the employee must make arrangements for care and supervision or take leave while providing care.
* Employees will comply with all personnel and advocacy policies.
* Employees will use dLCV’s Richmond Office as the business mailing address.
* Administrative support will be provided at the Richmond Office.
* All employees working remotely will provide their supervisor with a daily report of activities.
* dLCV will provide each employee with a transportable computer. In addition, dLCV will provide a full time telecommuter, on request, with equipment for copying and printing, as needed, and a cell phone or landline. dLCV will not provide any additional furniture or equipment for remote work.
* Employees working remotely will access dLCV information using Virtual Private Network, only. Employees will not store any information on the laptop’s desktop.
* dLCV will reimburse full time telecommuters for the portion of internet service at the designated location that is used for dLCV purposes. Employees will sign a statement to accompany the reimbursement request estimating the portion of internet service used for work and the portion used for other purposes.
* Employees will not use the internet or any dLCV issued equipment for illegal or unethical activities.
* Employees must protect dLCV equipment issued to them from damage and unauthorized use. dLCV-owned equipment may be used only for legitimate work purposes.
* All equipment and supplies shall be requisitioned through the Richmond Office.
* Telecommuters will not be reimbursed for mileage to the Richmond office.
* Rental cars and gas cards will be provided to telecommuters in the same manner they are for employees of the Richmond Office.
* dLCV will provide shared office space for full time telecommuters. All other staff will retain private office space at the Richmond office.
* Remote work for special projects should generally not exceed 90 days.
* The employee will sign a statement that the employee has read and agreed to all policies and conditions relating to remote work. The statement will specify the terms of additional reporting, the day of the week that the employee will be in the Richmond office or work remotely, and will identify the internet speed at the remote location. The statement will identify a person who can grant dLCV access to the work space in an emergency. See attached.
* Both the employee and dLCV have the right to terminate the telecommuting arrangement for any reason, generally with two weeks’ notice.

**Remote Work Agreement**

Date

(name) desires to work remotely (one day a week, for a special project, full time) and dLCV agrees to this request.

(name) affirms the following:

 I have read and agreed to all dLCV policies relating to remote work. I understand that my failure to comply with any policy may result in the termination of this agreement.

Internet capacity at my remote work location is -----, which is within dLCV’s expectation for my remote work.

dLCV’s representative (name) will inspect the remote work area for compliance with policy on (date), (in person/using remote technology).

(name) intends to work remotely on (day) each week. OR (name) intends to work in the Richmond office on (day) each week

(name) will report activities daily to the supervisor (describe method)

dLCV has provided (name) with the following equipment:

* (type of lap top)
* A
* b

In the event that dLCV needs to access the remote location or dLCV property and (name) is not available to provide access, dLCV should contact (name, contact info) to gain access.

(Signed, name, date) (dLCV signed, name, date)

**Statement to accompany reimbursement request (full time telecommuters only)**

I request reimbursement in the amount of --- . The request is based on my estimate that internet service at this location was used approximately --% for dLCV purposes during this time period. Documentation of the charge is attached.

(Name, Signed, date )