

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section Title	Section #		Subject #
Human Resources	Employment	HR		517.2
Subject Title Teleworking/Remote Work Procedure		Adopted 11/12/20	Last Revised 11/12/20	Reviewed: 12/20/21; 12/21/22; <u>12/15/23</u>

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

- 1.0 Intent: During a public health crisis or other circumstances that may warrant the use of telework, The Right Door for Hope, Recovery and Wellness (TRD) may require certain employees to telework or work remotely away from their TRD worksite at an alternative worksite in order to maintain operations and provide client care in a safe manner.
- 2.0 Telework/Remote Work Procedure: In the event of an emergency such as a weather disaster or pandemic, employees may be allowed to temporarily work from home to ensure business continuity. These employees will be advised of such requirements by the CEO or their designee.
 - 2.1 Preparations shall be made as far in advance as possible to allow remote work in emergency situations. This includes appropriate equipment needs such as computer hardware, software, phone and internet connectivity. The IT Department is available to provide support to employees in advance of emergency telework situations.
 - 2.2 For voluntary telework arrangements, either the employee or their supervisor can initiate a temporary telework request. The employee and supervisor will discuss the job responsibilities and determine ~~if~~ if the job is appropriate for telework. The needs of the persons served, equipment needs, workspace considerations and scheduling concerns will all be factors in the decision. The CEO will make the final decision on voluntary telework being approved for an employee.
 - 2.3 The employee will establish an appropriate work environment within their home for work purposes. TRD will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, lighting, fixtures or furniture, nor for repairs or modifications to the home office space.
 - 2.4 While working offsite, employees will be responsible for following all applicable policies and procedures related to the acceptable use of agency property, HIPAA and Electronic Health Record procedures. Consistent with the agency expectations of information security for employees working at

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the office, telework employees will be expected to ensure protection of proprietary company and person served information accessible from their home office.

- 2.5 Employees will be responsible for accurately documenting their time and activity while working offsite and are expected to maintain appropriate communication methods with their supervisor as applicable.
- 2.6 Supervisors will be responsible for monitoring the employee’s performance and production during the periods of telework.
- 2.7 Employees should not assume any specified period of time for emergency telework arrangements, and TRD may require employees to return to regular, in-office work at any time.

Kerry L Possehn, Chief Executive Officer	Date		