

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Remote Work Policy

PROCEDURE NO: HR 500.16

REPLACES: None

PAGE(S): 2

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DATE: October 2020

PURPOSE:

In light of COVID-19, the Company is taking precautions to reinforce our commitment to the safety and well-being of our employees and communities. There may be times Mennonite Village will ask employees to work from home if that option is feasible for their position. We understand as a healthcare provider this option is not viable for all positions.

POLICY:

The Administrator/Director will work with each employee to determine if this is a viable option and if so, what the employee needs in order to work effectively from a remote location.

The Administrator/Director will evaluate remote work options for employees based on the following criteria:

- Employee's job description and the nature of the work being performed
- Employee's access to the necessary tools to perform the work remotely (internet, computer/laptop, appropriate workspace, ability to participate in virtual meetings)
- Needs of the team and/or department
- Ability of the supervisor to ensure compliance with wage and hour laws
- Employee's ability to perform work at an acceptable level while working remote
- Ability to protect confidential information while working remote

If such an arrangement is approved, the employee is required to meet their usual or otherwise specified performance requirements. The employee will also be required to be available by phone and email during their normal working hours, unless otherwise agreed by their supervisor.

Even if approved, remote work may be discontinued at any time for any reason, including if the needs of the department or company change, the nature of the

work no longer makes remote work a viable option, and/or if the employee is not meeting performance expectations.

In addition to remote work, some positions may be eligible for flexible schedules. A Flex schedule is a work schedule that allows employees to work a schedule that is not within the positions standard working hours or a hybrid of remote and on-site work. Typically, flex-time provides for a combination of “core time,” during which all employees must work, and “flexible time,” hours in which employees may be approved to modify their arrival and/or departure times, providing they work the required number of hours in a pay period.

The Administrator/Director will evaluate flex work options for employees based on the following criteria:

- Employee’s job description and the nature of the work being performed
- Impact on residents/clients and departments within the Company
- Needs of the team or department
- Ability of the supervisor to ensure compliance with wage and hour laws
- Employee’s ability to perform work at an acceptable level while on a flex-schedule

Flex-time work schedules are not guaranteed and can be rescinded at the discretion of the employee’s supervisor if not used properly, or if department workloads or the needs of the Company require the suspension of the flex-schedule. If an employee is interested in a flex-schedule, they must notify their supervisor.