


<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Administration
<b>Standard Title</b>	Working Remotely
<b>Regulations</b>	
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<b>Attachments</b>	
<b>Approved by:</b> Paula Warika, Executive Director	

**Standard:**

Catholic Charities Disabilities Services (CCDS) strives to provide administrative employees with a flexible schedule. One aspect of offering a flexible schedule includes the option to work remotely following certain guidelines.

**Procedure:****1. Eligibility**

- a) Any employee that has permission to work remotely will be determined by the Executive Director, or designee, and would have that provision in their job description.
- b) Employees who are in their six month probation period are not allowed to work remotely.
- c) The Home Safety Checklist and Remote/Hybrid Work Plan must be submitted and approved by the employee's direct supervisor and Executive Director, or designee, prior to working remote.
- d) If an employee wishes to make a permanent change to their hybrid schedule, they must submit an updated Remote/Hybrid Work Plan for approval.
- e) Employees must complete the Work from Home Compliance Training prior to working remote.
- f) Executive Director, or designee, can excuse any of the eligibility requirements.

**2. Guidelines**

- a) Employees may work remotely up to two days a week, or as approved by the Executive Director or designee.
- b) No employee may work remotely outside the state of New York, unless attending a conference or training in another state.
- c) Off-site work does not count towards a remote day.
- d) Any hours worked remotely counts as one of the employee's remote days for that week, even if it was not a full day remote.
- e) At least one employee for each department must be present in the office Monday – Friday, unless unable to due to staffing restrictions, or approved by the Executive Director, or designee.

- f) Meetings should not be cancelled or rescheduled because an employee is working remotely on a given day. Employees will change their remote days to accommodate any in person meetings, as necessary.
- g) When any employee is attending a meeting virtually, the camera must be turned on and the employee must be attentive and participate.
- h) If a web link for a remote meeting has been included for the meeting invitation, staff are expected to use the link, not call into the meeting unless the employee has a legitimate reason they need to call in and doing so is approved by their supervisor.
- i) When working remotely, staff are expected to utilize the phone app via cellphone or desktop to be able to answer incoming calls, in addition to answering their provided agency cellphone if one has been issued to them. Personal phone numbers are not to be given out or used for work related conversations.
- j) Employees do not have to answer phone calls from work related numbers after hours.
- k) Remote days are not to be used as free childcare, though they can be used when a child in your custody is sick and cannot attend school, daycare, etc.
- l) When working remotely, employees should have a designated workspace within their home that will maintain confidentiality when non-CCDS employees are in the home.
- m) When working remotely, employees need to maintain the same level of confidentiality of files, both paper and electronic, for individuals supported. Paper files should be properly secured and computers should be shut off or placed on lock mode if the employee is not at the computer.
- n) If an employee has paper files that need to be, and can be shredded, they can use their own shredder if they have one or the files must be disposed of in the shredding bins at the office.

### 3. Time Keeping

- a) Whether working remotely or in the office, employees are expected to have a consistent work schedule that starts and ends at the same time each day. There is the option to flex time if personal obligations arise, but the staff person's supervisor must be made aware of those changes in advance.
- b) Any hourly employee needs to monitor their hours to ensure they work their total designated hours, but also so they do not get paid for overtime, unless approved by their supervisor, Executive Director, or designee in advance.
- c) Employees cannot clock in to work remotely, then commute to the office while still clocked in. If an employee starts their work day at home and then commutes to the office, or to another CCDS worksite, they must clock out during their commute. The reverse is also true. If the employee is working in the office and is going home to finish their day remote, then they must clock out during that commute.

**(NOTE: This is ONLY if an employee is going from their home to a CCDS site or from a CCDS worksite to their home. This DOES NOT apply when employees are traveling between CCDS worksites).**

### 4. Exceptions

- a) If the office is closed due to an emergency (bad weather, pandemic, etc.) and administrative staff are told to work remotely, this will count as one of the employee's remote days for the week.
- b) The Executive Director, or designee, reserves the right to not allow an employee(s) to work remotely.