

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Administration
Standard Title	Working Remotely
Regulations	
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Approved by: Paula Jubic, 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. No employee may work remotely outside the state of New York. (Unless attending a conference or training in another state.)
2. 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.
3. Employees should inform their supervisor of days they will be working remotely so the supervisor is aware and can approve if required.
4. 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. Of course people can flex time if personal obligations arise, but the staff person's supervisor must be made aware of those changes.
5. 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 or Executive Director or designee.
6. 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 offices, 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).**
7. No employee may work remotely more than one day a week unless approved by the Executive Director or designee.
8. At least one employee for each department must be present in the office Monday – Friday unless approved by the Executive Director or designee.
9. 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 the employee's remote day.

10. Meetings should not be cancelled or rescheduled because an employee is working remotely on a given day. Any employee should change their remote days to accommodate any in person meetings.
11. When any employee is attending a meeting virtually, the camera must be turned on and the employee must be attentive and participate.
12. 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.
13. When working remotely, all calls will stay forwarded to the employee's work phone and voice messages will come via email. When an employee is calling anyone regarding CCDS business, from their personal phone, they must dial *67 before dialing the phone number to keep the person they are calling from seeing their personal phone number.
14. Employees do not have to answer phone calls from work related numbers after hours.
15. 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.
16. Employees who are in their six month probation period are not allowed to work remotely unless approved by the Executive Director or designee, or if the office is closed due to bad weather, pandemic, etc.
17. When working remotely, employees should have a designated workspace within their home that will maintain confidentiality when non-CCDS employees are in the home.
18. 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.
19. 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.
20. The Executive Director or designee reserves the right to not allow an employee(s) to work remotely.