



## River Valley Child Development Services Policy

<b>Remote Work</b>		
<b>Dates Reviewed:</b>	<b>Dates Revised:</b>	<b>Dates Approved by BOD:</b> 12/15/2022
<b>Effective Date:</b> 1/15/2023		

**1. Policy Statement:**

River Valley Child Development Services, hereinafter referred to as RVCDS, supports remote work for employees in certain positions in the agency. The primary consideration for remote work arrangements is the business operational needs of the agency and its commitment to providing services consistent with the agency’s mission and individual program requirements.

**2. Purpose for Policy:**

To describe the various remote work arrangements that apply to RVCDS employees under appropriate circumstances and to ensure all RVCDS employees understand eligibility and expectations related to these arrangements.

**3. Policy Applies to:**

- ✓ Employees

**4. Related Agency Policies:**

- All RVCDS policies and procedures

**5. Related Forms:**

- Work from Home Incentive Agreement
- Home Office Memorandum of Understanding
- Memorandum of Understanding for Use of In-Kind Space

**6. Resources:**

- Code of Federal Regulations (CFR) – Title 2/Subtitle A/Chapter II/Part 200/Subpart E-200.430 Compensation – personal services
- Fair Labor Standards Act (FLSA)
- Worker’s Compensation
- Unemployment Insurance
- Department of Labor
- Labor Law posters

**7. Policy Compliance:**

Employees not in compliance with this policy will be subject to discipline, up to and including termination.