

## River Valley Child Development Services

# Work Sites with Remote Supervision Policy

Effective: November 1, 2011

River Valley Child Development Services, hereinafter referred to as RVCDS, requires, when beneficial to RVCDS and/or program, selected employees to work from outreach sites, satellite offices, home offices, or other locations, not in the presence of an on-site supervisor. This arrangement may be made to accommodate program service needs, grant requirements, and/or economic benefits and is determined by Program Director and Executive Director.

Employees working under remote supervision must utilize the designated office location for the exclusive use of conducting RVCDS business. Employees must also adhere to all policies, procedures, practices, regulations, and normal work hours of RVCDS and/or their program/position.

RVCDS will provide the materials, supplies, resources, and equipment needed to perform job duties and will be obtained by the program for the employee. Employees are responsible for maintaining confidentiality and ensuring the security and integrity of data/information and protecting the accessibility of such information.

Employees working under remote supervision will be covered by workers compensation and liability insurance during the hours they are working on behalf of the agency. Work related visitors will also be covered by RVCDS liability insurance. Family members and non-work related visitors will not be covered by either workers compensation or RVCDS liability insurance. RVCDS is not responsible for damage to any personal property or equipment utilized by the employee.

Employees expected to work at sites with remote supervision will be assessed using the [Work Sites with Remote Supervision Tool](#), either by incorporating questions into the interview process for new hires, or by having the current employee complete the Tool prior to remote supervision determination.

Inability to work productively in the remote supervision environment may be grounds for termination.