

Work Sites with Remote Supervision Policy Procedure

Effective: August 1, 2017

Program Directors identify the need for an employee(s) to work at a site with remote supervision based on program service needs, grant requirements, and/or economic benefits. When the need for a work site with remote supervision arises, it must be discussed with the RVCDS Executive Director and the RVCDS Director of Operations before final determination is made.

The Work Sites with Remote Supervision Tool should be utilized to help determine an employee's, or potential employees', ability to work successfully at a site with remote supervision. The questions should be incorporated into the interview for a potential employee, and the questions should be answered by current employees being considered for working with remote supervision.

Outreach Sites/Satellite Offices/Other Locations

Program Director is responsible for locating workspace for employees working at outreach sites, in satellite offices, or other locations. This may be paid workspace or in-kind workspace within an agency not-affiliated with RVCDS. Program Director is responsible for ensuring the workspace, whether paid or in-kind, meets the needs and requirements for the work to be completed by the employee that will be assigned to that location.

Paid workspace requires a lease between RVCDS and the leasing agency. The Program Director secures the monthly rent amount and a draft lease for review by the Program Director, Director of Operations, and Executive Director. The lease may only be signed by either the Executive Director or the Director of Operations. The Program Director acts as the primary contact person for the leasing agency in regard to the rental space.

In-kind workspace requires a memorandum of understanding (MOU) between RVCDS and the agency providing the in-kind space. The MOU can be created either by RVCDS, by the Program Director, or the agency providing the space. The MOU is to be reviewed by the Program Director, Director of Operations, and Executive Director. The MOU may only be signed by either the Executive Director or the Director of Operations. The Program Director acts as the primary contact for the in-kind space.

RVCDS will ensure the Outreach Site/Satellite Office/Other Location is equipped with the resources and supplies needed to accomplish work objectives. This may include, but is not limited to: office furniture, technology equipment, a plan for access to office

machinery, internet service, office supplies, telephone (either landline or mobile depending on position).

Employee(s) assigned to the outreach site/satellite office, or other location, is responsible for following all RVCDS policies, procedures and practices and informing the Program Director of any situations/problems that arise at the outreach site/satellite office. Employees must abide by all lease/MOU guidelines (to be reviewed by the Program Director with the employee).

In addition to following all RVCDS policies, procedures, and practices, the employee(s) must be familiar with, and follow, all policies, procedures, practices, and guidelines established by the building/workspace in which their office is located.

Home Offices

Program Director is responsible for identifying the need for an employee to have a home office. The need for a home office may arise due to grant requirements, economic benefits, and/or location of services to be provided. The Program Director must receive approval from the RVCDS Executive Director before assigning an employee a home office.

A home office must be designated and used for the exclusive use of conducting RVCDS business. The employee may be required to submit a photograph of the designated space or allow a representative from RVCDS to visit the space to deem the space appropriate.

Home work space requires a MOU between RVCDS and the employee. The MOU is created by RVCDS and is to be reviewed by the Program Director, Director of Operations, Executive Director, and the employee. The employee and either the Executive Director or Director of Operations, will sign the MOU. MOUs are reviewed and resigned at the annual ISDP meeting. Copies will be kept by employee, program director, and HR.

RVCDS will ensure the home office is equipped with the resources and supplies needed to accomplish work objectives. This may include but is not limited to: office furniture (this may be provided by the employee), technology equipment, office supplies, and mobile phone, if needed for the position. The employee must have access to reliable, secure internet service (with a speed capable of conducting web conferences) and utilities. If office machinery is needed for the position (fax, copier, etc.), the Program Director will ensure a plan is in place for accessibility to such machinery, either in office or out of office.

Employee(s) assigned to work from a home office is responsible for following all RVCDS policies, procedures and practices and informing the Program Director of any situations/problems that arise at the home office. Employee must make arrangements for child or dependent care while performing work related activities. Employees must abide by all MOU guidelines.

RVCDS will provide the employee assigned to work from a home office, with the IRS tax information regarding business use of a home. It is the employee's responsibility to file appropriate tax form(s) for his/her home office. <https://www.irs.gov/pub/irs-pdf/p587.pdf>

Work Schedules and Accessibility

Employee(s) working at a site with remote supervision is expected to communicate their work schedule with their direct supervisor and/or Program Director, via email, shared Outlook calendar, or other means designated by the supervisor. Employees must work the expected number of hours (full-time or part-time) and must have any schedule alterations approved ahead of time.

Employee(s) must be accessible to customers, direct supervisor, and/or Program Director, via email and phone.

Injuries/Incidents

Employee(s) working at a site with remote supervision, must report all work-related injuries, accidents and/or incidents to their direct supervisor immediately and complete the *Incident/Injury Report Form*. This applies to the employee and to work-related visitors.

Productivity

The Program Director and/or direct supervisor are responsible for ensuring employees working at a site with remote supervision, are fulfilling their job duties. If it is determined that the employee is unable to work productively in a site with remote supervision, the employee may be moved to a site with direct supervision, or terminated, based on the program service needs and grant requirements for the position.