



- Series:** 1200 Human Resources
- Policy Name:** Remote Work Guidelines
- Policy Number:** 1248
- Regulations:** N/A
- Origination Date:** June 23, 2023 **Revision Date:** June 23, 2023
- Attachments:** CCKids Remote Work Agreement
- Policy:** These guidelines are intended to put into place expectations for staff that have been identified as working in positions that are either Remote or Hybrid.
- Scope:** This procedure applies to all Communities Connected for Kids' Departments
- Definitions:** Remote – No expectation to work at an onsite CCKids location on a regular basis.
Hybrid – Will work in a combination of remote and onsite based on business needs and scheduling.
- Procedure:**
- 1) Remote or hybrid work is a privilege, not an entitlement. Approval is a discretionary decision that may be modified or rescinded at any time.
 - 2) All staff employed in remote, or hybrid positions are expected to follow CCKids' Standards of Conduct, Mission, Vision, & Values, policies & procedures, and performance expectations. These expectations include the safeguarding and protection of CCKids property and information. Failure to comply will be addressed via corrective action and may result in the revocation of the ability to work remote or in a hybrid role.
 - a. Should the privilege of working remotely be revoked, the impacted staff shall be assigned to an onsite CCKids office location, as designated by Human Resources with the approval of the CEO. Inability to comply with the revocation and expectations to work full time on-site may result in employment termination.
 - b. The CCKids Remote Work Agreement and the ability to work remote or hybrid will be reviewed, at a minimum, annually during the employee performance assessment.
 - 3) All staff that are permitted to work in remote or hybrid positions are expected to continue to work in the State of Florida. A proposed move outside of the state of Florida, for any amount of time, must be reported to Human Resources, for review and prior approval of the CEO, COO, and CFO. Supervisory employees are not eligible to work outside the state of Florida.
 - a. Payroll must be notified of all out of state moves to ensure proper taxation and forms are completed.



- 4) All staff that are permitted to work in remote positions are expected to provide a workspace at home that is safe, suitable for work, and provides an environment free from distractions including background noises and/or images not suitable for business. This includes but is not limited to the following:
 - a. Appropriate dress for business
 - b. Appropriate workspace to conduct video and/or phone calls (i.e., conducting or participating in calls that are on a couch, lying in a bed, etc., are not acceptable) and meet confidentiality expectations while conducting CCKids business.
 - c. The workspace should be kept free of distractions, including not allowing pets, children, or other household members to be in said workspace.
 - d. The workspace background should be appropriate for business and Microsoft Teams Background filters should be used whenever possible, either to substitute in a business-appropriate virtual background or to blur the background.
- 5) All staff are expected to provide, on their own, a workspace that is secure for all CCKids property and complies with CCKids Policy #1103 –Acceptable Use of Computer Equipment.
 - a. At no time should an employee remove themselves from their workspace without locking their workstation.
- 6) All staff are expected to be available during their scheduled shifts. All staff are expected to attend or participate in any or all mandatory meetings and training courses, some of which may require you to be in-person. All staff are expected to have designated time with their supervisor to review work performance, outstanding items, and to maintain open lines of communication.
 - a. Should it become necessary to investigate productivity and/or actual time worked concerns, the Human Resources Director and/or the CEO may request additional information be provided by the Information Technology department.
 - b. All staff are expected to conduct business as usual as defined by their job profile, task list, and/or direction by their supervisor.
 - c. Workstations are expected to be clean, professional, and free of distractions.
 - d. All staff should remain available by phone in the event of a system and/or internet outage.
- 7) All staff are expected to follow all CCKids HML and TOB policies and procedures.
- 8) By Florida state law, CCKids is not obligated to reimburse staff for business expenses such as, but not limited to, internet access, networking costs such as Wi-Fi routers and/or modems, or electricity costs. As such, all staff working in remote, or hybrid positions are obligated to cover these costs on their own.
- 9) All company-initiated travel requested will be paid or reimbursed by CCKids and follow the standard CCKids Travel Guidelines and Procedures.
- 10) Technology and Equipment:
 - a. If it is necessary for an employee to be issued company-owned assets such as a phone or laptop, the employee, with assistance from their supervisor, will arrange with Information Technology to be issued these assets. The employee will also be expected to meet with Information Technology staff directly to take possession of the said assets. To avoid damage and excessive costs, mailing assets should be avoided.
 - b. If the employee has a laptop and is returning to an onsite location, they will not be required to return their laptop unless they are moving to a fixed PC workstation.



- c. Upon termination, employees are required to return all CCKids assets to include monitors, docking station, webcam, laptop, printer, mouse, cell phones and any other CCKids purchased technology equipment.
- 11) Ergonomic accommodation/furniture are not standard for every employee that works remotely. Employees that work remotely must be able to provide a workspace at home that is safe and suitable for work. Therefore, it is critical for the employee to evaluate their home workspace (i.e., desk and chair) to ensure it will not hinder productivity.
- a. Supporting medical documentation is required for an agency-supplied sit/stand desk. If an employee needs to submit supporting medical documentation, they can do so by contacting Human Resources and by following CCKids' ADA Procedure to request reasonable accommodation.

DocuSigned by:
Approved: Carol Deloach
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Carol Deloach, CEO

June 23, 2023

Communities Connected for Kids (CCKids) Remote Work Agreement

Name: _____ **Position:** _____

Department: _____ **Supervisor:** _____

Work Schedule: Days: _____

Hours: From: _____ AM/PM to _____ AM/PM

Duration Approved: From: ____ / ____ / _____ to ____ / ____ / _____

Performance Expectations: *See Attached Job Profile*

Employee/Supervisory Meeting: Day: _____ Time: _____ AM/PM

Location/Method: (i.e., Phone call/Teams): _____

CCKids-owned / leased Equipment/Supplies Provided:

Item	Manufacturer/Model Number	Serial Number

I understand that all property provided to me remains CCKids' property and shall be returned to CCKids at the conclusion of remote work, when requested or upon separation of employment. I further agree that all equipment, supplies, and CCKids property are to be used for business purposes only. I agree to be responsible for the repair or replacement of any items damaged as a result of my negligence or misuse, in accordance with applicable wage and hour laws.

I have read and understand the CCKids Remote Work Guidelines, which are incorporated into and made a part of this agreement. I understand that CCKids reserves the right to terminate or modify this remote work agreement with or without notice. Further, the employment arrangement procedure outlined is meant to define the conditions necessary for a successful remote work arrangement and does not create an employment contract. As described in the CCKids personnel handbook, my employment with CCKids is an employment-at-will relationship, which permits CCKids or me to terminate the employment at any time, for any reason.

Employee's Signature: _____ **Date:** ____ / ____ / ____

Supervisor's Approval: _____ **Date:** ____ / ____ / ____