

## **CPPR Remote Work Policy**

When designed thoughtfully and practiced with transparency and accountability, remote work arrangements can be mutually beneficial to the employer and employee. All requests to work remotely regularly or permanently will be handled on a case-by-case basis, and must be approved in advance by the immediate supervisor and the Center Director. Remote work arrangements must be consistent with CPPR policy.

Remote work arrangements must be designed to meet the specific needs of the position. Regardless of the position, remote workers and their supervisors must be in agreement about work hours, communication, and expectations for in-person attendance. All remote work agreements must ensure that job responsibilities can be met as well as or better than they would be if the worker were in the office. It is incumbent upon remote workers to keep their calendars clearly updated so it is clear when they are working and when they are not available.

While remote work arrangements will be made with respect to the specific requirements of the position, all remote staff must:

- Be available by phone, text, Skype, Slack, email, or other mechanisms as agreed to by supervisor. Contact information must be provided to supervisor and team members in advance.
- Have a stable internet connection.
- Keep their Outlook calendars up-to-date and detail must be accessible by the employee's supervisor.
- Keep a work schedule that is consistent with team goals and communication needs, approved by the supervisor, and known to other staff.

There are several different ways in which people work remotely, with distinct implications for remote work expectations:

### **PERMANENT**

#### **Permanent remote work: worker who lives and does most of his/her work elsewhere**

Permanent remote workers should develop formal agreements with their supervisors on their work schedule, communication plan, and frequency of in-person visits. These formal agreements should be revisited and discussed regularly to ensure that the remote work arrangement remains conducive to meeting the needs of the position.

## REGULAR

### **Regular remote work time: worker who has a regular time s/he works remotely**

Regular remote workers should develop formal agreements with their supervisors on their schedules, communication plan, and situations in which a regular remote work time should not be used. These formal agreements should be revisited and discussed regularly to ensure that the remote work arrangement remains conducive to meeting the needs of the position. An employee should be working for the Center for a minimum of 3 months before requesting a regular remote work arrangement.

## SPORADIC

### **Sporadic remote work: worker who sometimes works remotely as needed**

Sporadic remote work should be approved ahead of time by the supervisor, except for reasonable exceptions like unexpected work from home due to weather or a child's illness.

## REGULAR IN/OUT

### **Those whose job responsibilities take them out of the office regularly**

Many of our staff regularly work outside of the office working with partners, conducting trainings, collecting data, and attending meetings and conferences. Broadly speaking, the expectation is that staff working away from the office stay in communication via email and cell phone to the best of their abilities. Non-exempt staff should not exceed working 40 hours in a week.

06/01/2018 Adopted and Policy approved by the AAI and CPPR Directors