

N. Remote Work

JPIA considers working from home to be a viable alternative work arrangement in cases where the individual, job and supervisor characteristics are best suited to such an arrangement. Working remotely is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with JPIA. The success of the program will be evaluated based on productivity, seamlessness to our members and staff, and no negative impact on our collaborative culture.

General Guidelines

Remote work is optional. Remote work is not permanent and may be discontinued at any time without prior notice and is not a privilege, or a right. A supervisor may determine that some positions and/or individuals are not well suited for the remote work option.

Remote work is limited to no more than 2 days per week, and will be arranged by the supervisor; they can decide if it is to be the same day each week.

Subject to supervisor approval, the remote work option is available to all staff with JPIA for six months, and who are not currently on a Performance Improvement Plan. Manager and employee will have regular discussions as to the viability of continuing the benefit based on employee performance.

Employee Responsibilities

Keep the main JPIA Outlook calendar updated so that others can easily determine if employee has taken a day off, is out of the office, attending a virtual meeting, or working remotely.

Be available during the core hours of 8:00 a.m. to 4:00 p.m. to answer calls, respond to email, attend web meetings, etc., and attend all Q & As.

Come into the office if requested by their supervisor to do so.

Work will be performed from their primary residence.

Use of JPIA issued laptop computers, or a personal computer configured for JPIA remote work is required. Unless extenuating circumstances, no new equipment will be purchased by the JPIA nor will reimbursement for any office equipment for remote work. Employee is responsible for the care and safety of any JPIA equipment issued. Needed supplies can be obtained when in the office.

Ensure remote work environment is one conducive to 8 hours of productive work time, preferably in a room separate from the rest of the household; and is safe, ergonomically correct and free of hazards and obstructions. (JPIA Risk Control staff are available for verbal consultation as requested.) Employee's

home must have internet and cell service with sufficient speed/capacity to conduct work via computer and phone. There will be no reimbursement for internet costs.

Follow all security and data privacy policies, procedures, and laws.

Answer phone calls and respond to emails and Team requests within two hours of receipt unless unavailable as noted in the Outlook calendar.

Respond via phone or internet, and access information using their own phone and internet service with no reimbursement from the JPIA.

Utilize the phone-forwarding feature on their office phone.

Determine, for themselves, any personal tax or legal implications resulting from use of a home office.

Focus on job performance and meeting business demands though working from home. Remote work is not designed to be a replacement for appropriate childcare. An individual employee's schedule may be modified to accommodate emergency childcare needs with manager's permission. Prospective remote workers are encouraged to discuss expectations of working from home with family members prior to entering into a trial period.

Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by JPIA. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked more than those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement may result in the immediate cessation of the remote work agreement and/or disciplinary action.

If an employee incurs a work-related injury while working remotely, workers' compensation law and rules apply. An employee must notify their supervisor or Director of Human Resources and Administration immediately and complete all necessary documents regarding the injury.

Procedure

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties.

Evaluation of remote worker's performance during the first 90 days will include interaction by phone and e-mail between the employee and the manager, and face-to-face meetings to discuss work progress and problems. At the conclusion of the 90-day trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for

continuance or modifications. Evaluation of remote worker's performance beyond the trial period will be consistent with that received by employees working at the office.

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