

# Work from Home Policy (Telecommuniting)

## Policy brief & purpose

We designed our work from home policy to make sure that working from home is beneficial to our employees, patients we serve, our company, and our community. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Alleviant considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others.

## Scope

This company work from home policy applies to all our employees who prefer and are approved to work remotely.

## Are employees allowed to work from home?

Employees are allowed to work from home only if their job duties permit it.

## Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- Full-time
- On certain days
- Every day, dividing their schedule between being present at the office or a remote location.

Work from home arrangements can be occasional, temporary or permanent.

Reasons that could demand telecommuting include but are not limited to:

- Parenting
- Bad weather
- Emergencies
- Medical reasons
- Work-life balance
- Overlong commute



Other reasons for working from home depend on employees and managers' judgement.

## How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

- Is the employee eligible by nature of their job?
- Are there any [cybersecurity](#) and data privacy concerns?
- Will collaboration with the employee's team become difficult?
- Do employees have the necessary equipment or software installed at home?
- What are the conditions of employees' home or alternative place of work (noise, [internet connection](#) etc.)

## Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- Employees file a request with their manager.
- Their managers must approve their request considering all elements we mentioned above.
- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons (e.g. illness or temporary difficult commute) should file their request as soon as possible, so managers can consider and approve it.

## Time Zone difference

Sometimes, managers and their team members are in a different time zone. When employees need to work from home for unforeseen reasons, they may not be able to get their request approved in time. In this case, they may stay to work from home and notify their manager. We advise employees to check in with their managers as soon as their manager clocks in.

## Compensation and benefits

Usually, work from home arrangements do not affect employees' employment terms. If working from home has any effect on compensation and benefits, then their manager is responsible to create a new contract.

### Equipment

On a case-by-case basis, Alleviant will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. Equipment supplied by the



organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Alleviant accepts no responsibility for damage or repairs to employee-owned equipment. Alleviant reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Alleviant property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Alleviant will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Alleviant will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job. The employee will establish an appropriate work environment within his or her home for work purposes. Alleviant will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and patient health information accessible from their home office. HIPPA must be followed at all times. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Self-Discipline**

1. Work in a space away from distractions.

Setting up a dedicated workspace is important. It not only allows you to minimize distractions, but it also focuses your attention on the task at hand. If you find it difficult to focus, you may want to try wearing headphones or repositioning your view away from potential distractions.



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**2. Stick to your regular schedule.**

Set your alarm and do your morning routine as you would on a normal workday. Work as closely to your normal office hours as possible. Deviating too much from your normal routine may lead to inefficient work habits and decreased productivity.

**3. Dress for work.**

Getting out of your pajamas and into normal work clothes can help put you in the right mindset for work and lead to a more productive day. Providers should dress for work the same as if providing onsite care.