

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF DELAWARE COUNTY HUMAN RESOURCES GUIDELINES

Section: Operational Guidelines

Subject: Remote Work

Policy: Local

Code: 508

Date of Adoption by BOD:

Association Effective Date:

Summary: Remote Work allows employees to work at home, on the road or in a satellite or other remote work location for all or part of their workweek. Cornell Cooperative Extension Association of Delaware County (“Association”) considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Not all positions are appropriate or feasible for remote work. Remote work is not entitlement, it is not a companywide benefit, and, except as otherwise stated, it in no way changes the terms and conditions of employment with Cornell Cooperative Extension Association of Delaware County. Most positions will require some time in the office.

Eligibility: Employees requesting formal remote work arrangements must maintain a satisfactory performance record and their position must be appropriate and feasible for remote work. In addition, remote work may be implemented under emergency circumstances or when indicated by state, federal, or local directives.

Standard Work Locations: The Cornell Cooperative Extension Association of Delaware County has several standard work locations where staff report for work. These are not considered remote work locations for purposes of this policy. These locations include the CCE Office, Hamden; SWCD/CCE Office, Walton; 4-H Camp Shankitunk; farms participating in WAP; and public-school locations for school programs.

Request Procedure: The employee may submit a written request to work remotely to their Supervisor and the Executive Director. The written request should include the following:

- Reason for request
- Expected duration of request (e.g., short-term due to specific project, on-going arrangement)
- Frequency of the request (e.g., 1 day per week)
- Benefits to the employee and the Association (e.g., meeting mission, benefits to clients)

Review of Request: Before entering into any remote work arrangement, the employee and supervisor, with the assistance of the Human Resources Department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.

- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the remote work.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office or other remote work location. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Draft Agreement: If the employee and supervisor agree, and the Human Resource Department concurs, a draft remote work agreement will be prepared and provided to the Executive Director with recommendation to approve the agreement. ***No remote work agreement will be executed without the final review/approval of the Executive Director.***

Execution of Agreement: Upon approval by the Executive Director, a final draft remote work agreement will be provided to the supervisor, employee, human resources, and the Executive Director, for signature by all parties.

Evaluation of Performance under Remote Work Agreement: The employee and supervisor will evaluate the arrangement and make recommendations for continuance or modifications. Evaluation of remote worker performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

Communication: An appropriate level of communication between the remote worker and supervisor will be agreed to as part of the discussion process. The supervisor and remote worker will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment: On a case-by-case basis, Cornell Cooperative Extension Association of Delaware County will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for each remote work agreement. The Information Technology (IT) Department will serve as the resource in this matter. 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, not the Association, or Association IT staff. Cornell Cooperative Extension Association of Delaware County accepts no responsibility for damage or repairs to employee-owned equipment. Cornell Cooperative Extension Association of Delaware County reserves the right to make determinations as to appropriate equipment, subject to change at any time. In most cases, printers will not be provided for home offices or other remote work locations. Employees will be expected to make work copies in the office. Equipment supplied by the organization is to be used for business purposes only. The remote worker must sign an inventory of all Association property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Association property will be returned.

Internet Service: The employee must provide proof of adequate, reliable, and secure internet service at their own expense consistent with the type of work they are performing. The Association will not consider remote work agreements in instances where there is inadequate or unavailable internet service.

Supplies: Cornell Cooperative Extension Association of Delaware County will supply the employee with

appropriate office supplies (pens, paper, etc.) as deemed necessary. Other expenses incurred by the employee as a result of Association business will be discussed in advance to the extent possible and submitted to the employee's supervisor for review/approval in accordance with established Association policy and procedures.

Work Environment: The employee will establish an appropriate work environment within his or her home or other remote work location for work purposes. Cornell Cooperative Extension Association of Delaware County will not be responsible for costs associated with the setup of the employee's home office or other remote workspace, such as remodeling, furniture or lighting, nor for repairs or modifications to the remote workspace.

Security: Consistent with the organization's expectations of information security for employees working at the office, remote workers will be expected to ensure the protection of proprietary Association and customer information accessible from their home office or other remote work location. Steps include the use of locked file cabinets and desks for confidential information, regular password maintenance, utilize Cornell's VPN service, have a secure network, and any other measures appropriate for the job and the environment.

Safety: Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Cornell Cooperative Extension Association of Delaware County will provide each remote worker with a safety checklist that must be completed at least once per year. Injuries sustained by the employee in a remote office location and in conjunction with his or her regular work duties are normally covered by the Association's workers' compensation policy. Remote working employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is not authorized to have work-related visitors/participants and is liable for any injuries sustained by visitors to his or her remote worksite.

Childcare: Remote working *is not* designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the employee must provide a written request outlining the need for a modified schedule. Approval of a modified schedule will be approved by employee's supervisor and the Executive Director. the focus of the agreement must remain on job performance and meeting Association demands. Prospective remote workers are encouraged to discuss expectations of remote working with family members prior to entering into a remote work agreement.

Compliance with Other Policies: All employees are expected to know and abide by all policies and procedures of this Association and to communicate to their supervisor and/or the Human Resources Department regarding any that they find unclear.

Time Worked: Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Cornell Cooperative Extension Association of Delaware County's time-keeping system (Workday Time Tracking). In addition, all staff will be required to record their remote work schedule in the Built Time Tracking App. Remote work hours are to be submitted, in writing, to supervisors by last Friday of the month for the next month's planned remote work. Once approved, staff are to enter dates/times into the Built App. If adjustments are necessitated, staff are required to notify their supervisor, well in advance, for approval and must reflect all changes in the Built App. Hours worked in excess of those scheduled per day and per workweek require the advance written approval of the remote worker's supervisor. Failure to comply with this requirement may result in the termination of the remote work agreement.

Inclement Weather: Inclement weather and/or closing of the main office or other remote work locations will not have an impact on remote work agreements. The expectation of the Association is that employees under a remote work agreement will continue to work at home or other remote work location per established schedule during times of inclement weather since they are provided the tools and resources to do so. If the employee was scheduled to work at the office and the office is closed due to inclement weather, the employee will be expected to work remotely that day.

Ad Hoc Arrangements: Temporary remote work agreements may be approved for circumstances such as inclement weather, special projects, or other short-term situations that may arise. These arrangements are approved by the Executive Director on an as-needed basis only, with no expectation of ongoing continuance. All informal remote work agreements are made on a case-by-case basis, focusing first on the business needs of the Association.

Termination of Remote Work Agreement: The remote work agreement may be terminated at will and at any time at the request of either the remote worker or the Association.

Supporting Remote Work Documents:

- Remote Work Agreement
- Remote Work Safety Checklist