# Flexible Workplace

CCASA’s daily work is centered on the trauma of sexual violence. Additionally, as a statewide agency, many staff are out of the office on a regular basis in order to fulfill their job duties. CCASA is committed to supporting employees in mitigating vicarious trauma and maintaining a healthy work-life balance. Therefore, CCASA offers flexible workplace arrangements to all employees, such as alternative hours or working remotely (a.k.a. telecommuting).

Employees wanting such arrangements may make a request to their direct supervisor, which will be considered on a case-by-case basis, focusing on the needs of the organization first. Approval is required in advance from both the employee’s immediate supervisor and the Executive Director. Employees must be able to satisfactorily perform their job requirements in order to be considered for flexible workplace arrangements and any approved arrangements may be revoked at any time and for any reason.

## Conditions of Employment

Flexible workplace arrangements do not change the conditions of employment or required compliance with CCASA’s policies and procedures. The employee will continue to comply with all provisions of the CCASA Employee Handbook while working under flexible workplace arrangements.

## Compensation & Benefits

An employee's compensation and benefits will not change as a result of flexible workplace arrangements. Although, other changes that happen at the same time (e.g., decrease in FTE) may affect compensation and benefits.

## Document of Hours of Work

Employees and their supervisors must ensure proper compliance and documentation of work hours, particularly in cases where employees are working on projects with donor/funder restricted funding. Failure to do so may result in revocation of flexible workplace arrangements.

## Work and Family/Fair Labor Standards Act

Flexible workplace arrangements are not intended to be used in place of paid time off, medical, parental, or other types of leave. Requests to work overtime (if applicable) or to use paid time off or other leave must be approved in advance by your immediate supervisor in the same manner, and in accordance with, the time and attendance procedures as when working at the primary work location and during standard business hours.

## Office Closures

CCASA office closures due to weather or other circumstances will also apply to flexible workplace arrangements. If the employee cannot work at an alternate workplace because of loss of electricity, telephone, or internet access, the employee must contact their supervisor and may be required to report to another work location or applicable leave may be granted.

## Attendance at Meetings

Unless other arrangement are made, employees will be expected to attend all assigned office meetings related to the performance of their job, including those which would be held on a day when they are scheduled for flexible workplace arrangements. Upon approval of the supervisor, the employee may be able to attend the meeting by phone or internet.