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## NEBRASKA COALITION

TO END SEXUAL AND DOMESTIC VIOLENCE

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### **Flexible and Remote Working Policy**

#### Flexible Work Location:

A flexible work location may be an individual's home, a local program, or a community-based setting that allows staff members to complete their work outside of the office on a temporary basis through telecommuting.

A request to work from a flexible work location is made to accommodate a staff person's schedule, projects, and other pertinent factors. The request is made to a Supervisor who may approve it on a case-by-case basis.

When approving a request for flexible work location, the supervisor will take into consideration work priorities such as meetings, tasks, and trainings; whether the staff member is meeting deadlines and providing work deliverables; communication needs with the supervisor and team members; job duties; and office staffing needs.

#### Expectations:

1. Normal work hours will still occur in the Coalition office, with requests for flexible working being examined for each time a request is made.
2. Communication will occur with staff and customers in a responsive and timely manner while working from a flexible location.
3. Staff members will use existing resources that have been previously provided to them, including their work computer, their own telephone, and their own internet.
4. If a priority task arises that requires the staff person to be in the office for completion, staff will honor that priority by completing the task in the Coalition office.

#### Remote Work Location:

A remote work location may typically be an individual's home, although it may, at times included another remote location, that allows staff members to complete their work outside of the office on a semi-regular basis.

A remote work location is allowed to support staff members who may live in locations that are not easily accessible to the Coalition's Lincoln office. The request is made to the Supervisor but will be approved on a case-by-case basis by the Executive Director.

When approving a request for a remote work location, the supervisor will take into consideration the nature of the job position as a whole, embracing the capability for successful completion of job functions from a remote location.

Expectations:

1. Work hours will still occur in the Coalition office as needed to prioritize certain activities, with a remote working schedule flexing around the in-office needs.
2. Communication will occur with staff and customers in a responsive and timely manner while working from a remote location.
3. Staff members will use existing resources that have been previously provided to them, including their work computer, their own telephone, and their own internet.
4. If a priority task arises that requires the staff person to be in the office for completion, staff will honor that priority by completing the task in the Coalition office.

### **Special Conditions**

In certain special conditions such as a natural disaster, pandemic health crisis, fire, flood or other environmental situations making it detrimental to the health and safety of employees to remain on site, it may be necessary for the office and/or facilities to close and some or all staff may be required to remain home. The Executive Director, or their designee, will determine when the Flexible and Remote Working Policy will be used for these circumstances.