

E. Working Remotely

MNCASA considers working remotely (e.g., at home or another appropriate location) to be a voluntary, viable alternative work arrangement in cases when the employee and their job are suited to it. MNCASA has complete discretion in approving employees working remotely arrangements.

All working remotely arrangements are made on a case by case basis. To be eligible to work remotely, an employee must demonstrate a consistent ability to complete their work with minimal supervision and have the prior approval of their supervisor. The employee's performance must continue to meet or exceed performance standards in addition to the working remotely policy standards.

- Either an employee or a supervisor can suggest working remotely as a work arrangement.
- Such arrangements may be discontinued at any time at the request of MNCASA or employee.
- The employee and the supervisor will determine, based on the schedule of meetings and other obligations, the working remotely schedule. The employee will indicate their working remotely days on their calendar.
- Employees working remotely should check in with their supervisor regarding expectation for attendance at all assigned office meetings related to the performance of their job, including those which would be held on a working remotely day. For meetings with stakeholders, the expectation is that meetings will be held face to face.
- MNCASA will not be responsible for costs associated with working remotely. However, MNCASA will provide each employee with a laptop they may choose to use when working remotely.
- The off-site work location must have access to email, telephone, internet, and computer(s).
- The employee must learn to access the MNCASA server from remote locations. MNCASA will provide employees with access to the VPN for use on their personal devices.
- The employee must check email and phone messages and return phone calls promptly during normal business hours just as they do in the office. If the employee is unable to do so because the goal is to focus on projects or attend a professional development training, the employee should note that information on their email and voicemail.
- Supervisors must ensure proper compliance and documentation of work hours.
- The employee must ensure that all agency materials and information (including phone conversations) remain private and confidential.
- The employee and supervisor will have a clear agreement on the scope of work and the expected work product to be done while working remotely. The supervisor will review the work product as necessary.

Working remotely should be limited to a maximum of one (1) work day per week unless additional days are authorized by their supervisor. Working remotely is not intended to be used in place of vacation, sick, parental, or other types of leave.

Emergencies such as severe weather, fires, flooding, severe winter weather, power failures, earthquakes, or national, state, or local emergencies can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility and staff will be authorized to work remotely.

Working remotely does not change the conditions of employment or required compliance with MNCASA's policies and procedures. The employee will continue to comply with all provisions of the MNCASA Employee Handbook while working at the alternate work location.

An employee's compensation and benefits will not change as a result of working remotely. The employee is covered under the Workers' Compensation Law if injured in the course of performing official duties at the remote location.