

Presbyterian Church (U.S.A.), A Corporation

Remote Work Arrangement Guidelines and Considerations for Employees

These guidelines are for the employees of the Office of the General Assembly, the Presbyterian Mission Agency, and the Administrative Services Group, in order to assist you as you consider the option of remote working.

Your organization provides remote work options that may allow you to work remotely for all or part of your work schedule.

A remote work arrangement is any approved, ongoing agreement for you to work out of your normal building location for some or all of your standard work schedule. This is typically working from your home.

These guidelines apply to optional remote requests. If you are working as deployed staff because your position requires you to work remotely in a specific geographic region or location other arrangements may apply.

Options

You may request a remote work arrangement, which might be:

- A full remote work schedule with only occasional work on-site
- A hybrid weekly schedule which includes both standard remote days and on-site workdays

Request and Approval Procedures

In consultation with HR, your request will be reviewed by your supervisor. In order to make the most equitable decision, your needs will be considered along with the needs of the organization. Remote work requests will be considered in a fair and equitable manner in line with non-discrimination policies.

Your supervisor will make a decision and the Director of your ministry area/department will then make a final approval decision. If your remote work arrangement is not approved, you may ask your Director to review your original request, or a modified request, again.

Any remote work arrangement may need to be revised or stopped based on either your needs or the organization's needs with a 30-day notice.

Considerations

As you decide about submitting a remote work request there are several things you should consider, including:

- Can your position's responsibilities be performed as well as or better from a remote location than working on-site?
- Does your position require specific equipment or access needs that cannot easily be provided in a remote work arrangement?
- Does your work require collaboration with colleagues that is more effective in-person as opposed to through online meetings?
- Do you have adequate office space at home where you can work effectively?

- Does your work include sensitive documents and information, such as personally identifiable information? Would it be difficult to keep this information safe and secure while working remotely?
- Do your work strengths and areas for growth indicate an effective remote work arrangement for you?
- The need to provide child or dependent care should not be a primary reason for a remote work arrangement request. The focus of your remote work arrangement must be on performing the responsibilities of your position. However, while caregiving responsibilities are not a primary consideration, your work schedule might be modified to accommodate these needs at times.

Some things to know before you request a remote work arrangement include:

Workspace

- Generally, dedicated office/workstation space will be provided for you on-site if you regularly work on-site two or more days per week. A shared workspace may be provided if your regular on-site work schedule is less than two days per week. This could include sharing an office with someone or a common work area with docking stations.
- You should have an effective, safe space to work at your remote location. The organization is not responsible for costs associated with the setup, repairs or modifications of your remote workspace. If you need significant assistance to set up your office space then a remote arrangement may not be the right option for you.
- The organization is not responsible for any damage, maintenance or repairs to any personal equipment or furnishings you use for work purposes.
- You must have reliable Wifi service or a device that can act as a Wifi hotspot.
- Reading and checking communication channels, such as weekly messages, CenterNet, PresbyTel, postmaster messages, etc., regularly to stay informed and connected is important and is an expectation in any remote work arrangement.
- You may be required to attend staff meetings, training programs or other activities on-site.

Expenses

- Your organization will reimburse business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in performing your job.
- Reimbursable expenses do not include meals, utility bills, mileage to and from the building site, etc.

Technology and Equipment

- Your organization will provide computer hardware and software and basic office supplies for your remote workspace. When requested, other needs, such as modems, phone and data lines, printers, cell phones, office chairs and other office equipment will be considered by your Director in consultation with IT, Finance and HR. If significant equipment is needed, a remote arrangement may not be the right option for you.
- While your organization will maintain the equipment it supplies, you will be responsible for the equipment's daily care and security and for seeking assistance when an issue arises. The equipment should be used for work purposes only.

- It may be necessary for you to bring your equipment to the building for service. There may also be occasions when a vendor technician (a non-PCUSA employee) may need to do on-site repair of equipment at your remote work location.
- You and your supervisor must keep an inventory of all organizational property used in your remote workspace.
- Other responsibilities include ensuring regular password maintenance and completing all mandatory cybersecurity or other training as requested.
- If you leave employment you must return all organizational property unless other arrangements have been made. You may not delete or otherwise alter electronic records on the equipment before its return.

Safety

- Your remote workspace must be maintained in a safe manner, free from safety hazards.
- If you are injured in your remote workspace in conjunction with your regular work duties the injury will normally be covered by the organization's workers' compensation policy. You are responsible for notifying HR of any injuries as soon as practicable.
- Your organization is not liable for any injuries sustained by visitors to your remote work site.

Time Worked and other Legal Implications

- You will still need to maintain accurate time records and comply with the provisions of the Employee Handbook related to timekeeping. If your position is not exempt from the overtime requirements of the Fair Labor Standards Act you must accurately record all hours worked using the time-keeping system in ADP. Any hours you work greater than those scheduled per day and per workweek require the advance approval of your manager (Employee Handbook Section 403).
- Working remotely is not to be used in place of sick leave, vacation, FMLA leave, etc.
- You will be responsible for any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of your remote office.
- All A Corporation policies, including those outlined in our Employee Handbook, apply while you work from a remote workspace. These policies include, but are not limited to, policies regarding attendance, ethics, work rules, confidentiality, and policies prohibiting harassment and discrimination.
- You will also be responsible for protecting the A Corporation's confidential and proprietary information (see Employee Handbook Section 107 and Ethics Policy for Employees "Confidentiality of PMA/OGA/ASG Information.")

Accommodations

If you need an accommodation to work remotely under the Americans with Disabilities Act you should contact HR to discuss any accommodations, consistent with Section 103 of the Employee Handbook.