



## **Work From Home Policy**

Adopted by the Board of Directors on May 13, 2020

### **Preamble**

Connections for Independent Living (“Connections”) is committed to applying best practices commonly deployed by 501(c)(3) public charities. As such, the Connections Board of Directors supports an organizational culture that acknowledges and embraces the benefits – both tangible and intangible – that remote work environments may provide to individuals, teams, and the organization as a whole. The Connections Board of Directors recognizes three scenarios under which employees may be offered remote work options.

- **Disability Accommodations**

As a leader in advocacy for people with disabilities, Connections recognizes that accommodations for employees with disabilities may require time away from a traditional office setting. Connections recognizes that allowing employees with disabilities to, at times, carry out their work in a remote setting, may in some cases constitute reasonable accommodation. Team members should discuss such requests with their supervisor and human resource representative.

- **Productivity Enhancements**

Connections recognizes that the level and scope of activity that often takes place in traditional office settings may, at times, be a deterrent to productivity. Employees who wish to work from a remote environment as an attempt to enhance their productivity, should discuss their request with their supervisor or human resource representative, all discussions will be recorded in compliance with Human Resource best practices. Flexible work schedules can generally not be accommodated in this scenario, rather, work should be completed during regular business hours. Approval or denial of such requests will take into account the need for concentrated attention to detail and uninterrupted focus; the scope of the projects and tasks to be performed remotely; the anticipated time frame for addressing the projects and tasks; the employee’s job performance; previous requests to work remotely and the level of success achieved; the proposed work environment and the best interests of the organization.

- **Extenuating Circumstances**

Connections team members who can perform their duties from remote settings may be allowed to do so in the event that federal, state, and/or local authorities and/or governing bodies, including, but not limited to, the Connections Board of Directors, require and/or strongly recommend safety and/or health restrictions or precautionary actions that may best be met by limiting the number and/or demographics of individuals present in the Connections office at any given time. This scenario also refers to circumstances that the Board of Directors deems “extenuating.”

## **Policy**

Connections recognizes that there are a variety of approaches, including remote work environments, that empower employees to effectively carry out the organization’s mission, successfully lead its programs, and provide exceptional service to its stakeholders. The Executive Director may therefore allow employees to carry out their job responsibilities from remote settings if the organization’s high standards for attention and responsiveness to the needs and requests of team members, clients, and consumers can be met.

While team members are generally expected to carry out their work responsibilities during standard business hours, the Executive Director will consider requests for flexible work schedules that align with the organization’s program and service offerings. However, team members, regardless of their work location, are generally expected to respond in a 24-hour time period to all inquiries from clients, consumers, and team members. Non-exempt employees must document time worked in accordance with current policies and procedures.

Employees who request to work remotely solely to augment their productivity will be expected to complete their work during standard business hours. Consideration of remote work requests related solely to productivity will take into account the need for concentrated attention to detail and uninterrupted focus; the scope of the projects or tasks to be performed remotely; the anticipated time frame for addressing the projects or tasks; the employee’s job performance; previous requests to work remotely and the level of success achieved; the proposed remote work environment; and the best interests of the organization.

Connections may, under specific circumstances, provide remote workers with support in the form of new or modified access to, and/or reimbursement for, technology equipment, platforms, and software. This support will be at the discretion of the employer with calculations for reimbursement following best financial practices of being reasonable and necessary.