



## **Remote Work Guidelines**

### **Procedures**

1. Managers, in collaboration with JCCA senior leadership, will develop plans for remote work of their staff. Such plans will take into account the needs of the organization and circumstances of all staff. Managers will discuss plans with staff, individually and as group.
2. Completion of remote work agreement.
3. The manager will send a copy of the Remote Work Agreement to Human Resources for filing.
4. Every forty-five (45) days during the term of the Remote Work Agreement, the manager will assess the viability of the arrangement. Thereafter, the manager will make a recommendation to his or her division vice president and the VP of Human Resources (or his or her designee) regarding whether the agreement should be continued. The manager will communicate to the employee whether he or she has demonstrated the ability to work effectively and productively in a remote location. If management determines that an employee is not as productive as needed or the need for the arrangement is no longer necessary, the Telecommuting Agreement will be terminated.

### **Eligibility to Work Remotely**

While JCCA is making efforts to provide flexibility to its workforce, remote work will be based on the specifics of each employee's job responsibilities and functions. The following criteria will be considered when granting permission to work remotely on a full-time or part-time basis:

1. The essential functions of the job can be performed remotely;
2. Essential functions of the job have performance standards that can be tracked and measured (*e.g.*, completing written assignments, communication with staff and third-parties, etc.);
3. The employee has equipment necessary to access electronic systems to complete tasks; and
4. The employee has the appropriate home internet service and computer equipment available to him or her to access JCCA's systems remotely.