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Remote Work Policy

Policy Purpose

NHCC's Remote Work Policy outlines the protocol for staff who work remotely (outside of NHCC's offices).

Remote Work Agreement

Office based staff will work remotely when deemed appropriate or necessary by the Executive Director. Staff that need to conduct their work remotely must discuss their request with their supervisor and get approval from the Executive Director prior to working remotely. The Executive Director will assess staff eligibility on a case-by-case basis.

Remote Work Requirements

To ensure that staff are successful in remote work arrangements, remote staff are required to:

- Have access to a confidential, distraction-free workspace.
- Have internet connection.
- Dedicate attention to job responsibilities during work hours, 8:30 am – 4:30 pm Monday – Friday. Time off and deviation from this must be approved by your supervisor in advance.
- Be able to work with other NHCC staff to complete projects and work as required in a timely manner.
- Be accessible to coworkers and/or clients during work hours through NHCC owned cell phones, laptops, and email and Zoom.

Compliance with Policies

Staff while working remotely must follow NHCC's Personnel Policies.

Equipment

NHCC will provide employees with technology equipment (cell phones, laptops, proprietary software, etc.) that is essential to their job duties. All equipment is organization property. Staff must keep it safe and avoid misuse.

Specifically, employees must:

- Keep their equipment password protected. (Do not change passwords without prior notification to and authorization from your supervisor.)
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards, and settings.
- Refrain from downloading suspicious, unauthorized, or illegal software.

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United Way
of Southwest Minnesota

