


POLICY ID: <i>HR-016</i>		TITLE: <i>Remote Work Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION EFFECTIVE DATE: <i>Immediate</i>		APPROVED BY VILLAGE BOARD: 	DATE: 01/26/2021
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose:

The Village is interested in providing a rich and flexible working environment that will meet the needs of the Village and supply citizens, as the Village's Mission Statement states, high-quality customer service through "innovation, a positive work environment and a commitment to excellence." For the Village to achieve that goal, the Village has brought in infrastructure to allow employees to work remotely, thus providing them a flexible working environment. The Village defines remote work and telecommuting for purposes of this policy as the practice of technology-assisted work conducted outside of a centrally located workspace, including but not limited to work undertaken in a location other than the employer's worksite, including outside calls and other work. This policy is adopted to set guidelines for using remote work and set expectations so that the Village treats each member of the team equally.

Procedure:

The Village will not allow remote work to occur before being approved. Any employee may request to work remotely by speaking to their department head. Department heads may ask to work remotely from the Village Administrator. The Village Administrator may be granted remote work via the Village Board's action at a regular board meeting.

Remote work will be granted at the department heads, administrator, or Village Board's discretion and is not guaranteed. The Village's needs, employees' workload, the prevailing weather conditions, and the scheduled usage of paid-time-off by other employees shall determine if the Village shall grant an employee remote work. In no case can an employee work remotely more than one day a week, and in no case can more than two employees in the general office remote work during the same day.

The following expectations for a remotely working shall apply.

1. While working remotely, any employee agrees to be available during the assigned business hours of 8 am to 4:30 pm for communication through phone, voice mail, e-mail, or direct electronic messages unless they supplement their remote work with paid-time-off.
2. The duties, obligations, responsibilities, and conditions of the employee's employment with the Village of Kronenwetter remain unchanged while the employee works remotely.
 - a. The employee's salary, retirement, vacation, sick leave benefits, and insurance coverage shall remain the same.

3. While the employee works remotely, the work hours, overtime compensation, use of sick leave, and approval for the utilization of vacation time will conform to Village policies and procedures, departmental guidelines, and the terms otherwise agreed upon by the employee the supervisor.
4. The employee, while working remotely, agrees to:
 - a. Maintain a safe and ergonomically sound work environment; and
 - b. Report work-related injuries to the supervisor at the earliest opportunity.
 - c. Hold the Village of Kronenwetter harmless for injury to others at the alternate worksite.
 - d. Be responsible for providing space and networking and internet capabilities from the remote work location.
 - i. The employer shall not reimburse the employee for network or internet access for these or related activities.
 - ii. The employer shall not reimburse the employee for consumable supplies, such as printer toner or paper for these or related activities.
5. The telecommuter agrees to provide a secure location for Village of Kronenwetter-owned equipment and materials and will not use, or allow others to use, such equipment for purposes other than Village business.
 - a. All equipment, records, and materials provided by the Village of Kronenwetter shall remain Village property.
 - b. The employee agrees to allow the Village of Kronenwetter reasonable access to its equipment and materials.
 - c. The employee agrees to report to the employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
6. The employee agrees not to use their vehicle for the Village of Kronenwetter business unless specifically authorized by the Village Administrator.
7. If, while working remotely, the Village terminates an employee, the employee agrees to return the Village of Kronenwetter equipment, records, and materials immediately. The Village of Kronenwetter has the right to inspection, repair, replacement, or repossession Village of Kronenwetter-owned equipment.
8. The Village of Kronenwetter will not pay for the following expenses:
 - a. Maintenance or repairs of privately owned equipment;
 - b. Utility costs associated with the use of the computer or occupation of the work place;
 - c. Personal equipment supplies; and
 - d. Personal travel expenses associated with commuting.
9. The telecommuter will implement proactive information security steps in the remote work setting and check with his/her supervisor when security matters are an issue.
10. The employee understands that employee is responsible for tax consequences, if any, of this arrangement and for conformance to any local zoning regulations