
POLICY TITLE: REMOTE WORK

ORIGINAL EFFECTIVE DATE: 3/2018

REVISION DATE:

PURPOSE

The Company wishes to provide remote work options to eligible employees to allow for productivity efficiencies and to minimize commuting time. **Meeting the needs of our customers must remain the top priority of all employees while this Policy is in effect.**

POLICY

- I. Definitions
 - A. **Remote Work.** A work arrangement where an employee performs the primary responsibilities of their position, during part of their scheduled work hours, from a remote worksite (e.g., the employee's home) supported by the necessary technology, telecommunications equipment and services.
 - B. **Eligibility.** Employees must meet all of the following definitions to be eligible for this policy:
 1. Exempt/Salaried.
 2. Primary office location is 7900 Chicago Avenue South, Bloomington, MN 55420.
 3. Completed 90 days of service with the Company.
 4. Non-bargaining unit employee.
 - C. **Work Hours.** The regular work hours for all employees must fall between 6:00 am and 6:00 pm.

- II. Program
 - A. **Modifications.** The Company retains the right to modify or revoke any or all of this Policy at any time.
 - B. **Voluntary Participation.** Participation in the Remote Work Program is entirely voluntary. A manager may not require an employee to participate and no employee has the "right" to participate in the Program.
 - C. **At-Will Employment.** Participation in the Remote Work Program is not a benefit nor does it modify the employee's employment-at-will status.
 - D. **Work Schedule.** Eligible employees are allowed to work remotely up to two days per week. Remote work days may be consecutive, however the days cannot be both Monday and Friday. Employees traveling for business three or four days in a work week must have a minimum of one onsite work day. Unused remote work days cannot be banked and will not rollover from week to week.
 - E. **Vacation, Sick and Holidays.** Vacation days, sick days and/or Holidays used during the week will count as remote work days.
 - F. **Manager Approval.** Managers must review and approve all remote work schedules. Employees may not participate in the Remote Work Program without manager approval in writing.
 - G. **Varying Work Schedule.** Remote workers may not vary from the agreed-upon work schedule unless preapproved by the employee's manager. Manager approval is required for any changes to the employee's remote work schedule. Employees that fail to obtain proper approval for varying from the work schedule may result in disciplinary action, which may include cancellation of the Agreement.

- H. **Overtime.** Remote workers are not entitled to overtime pay due to their exempt status, in accordance with applicable state and federal regulations.
- I. **Recording Hours.** Remote workers must accurately record regular, vacation and sick hours, and submit these hours to Company using the office timecard on a weekly basis.
- J. **Meal Periods and Breaks.** Remote workers may choose to take reasonable breaks as needed, in accordance with state and federal regulations.
- K. **On-Duty Time.** Remote workers must remain accessible during designated work hours and able to respond to inquiries within a reasonable time. Participants must notify their manager if they will be inaccessible during the scheduled hours. Remote workers may not perform personal business or activities during agreed-upon Work Schedule.
- L. **Meetings.** Remote workers must attend all scheduled meetings requiring an in-person presence, including but not limited to Company, customer, division or department meetings.
- M. **Travel Reimbursement.** Remote workers may only request mileage reimbursement for the amount of miles beyond the employee's regular commute from their home to the Bloomington office and back.

III. Expectations

- A. **Customer Needs. The top priority of the Company is to remain meeting the needs of customers.** The Company may require employees to change or eliminate scheduled remote work days, or make the remote work schedule ineligible for certain positions based on our customers' needs.
- B. **Professionalism.** Professionalism in terms of job responsibilities, work product, and customer or public contact will continue to follow the same high standards currently set for employees at onsite work locations.
- C. **In/Out Board.** Participants must continue to use the In/Out Board on Hunt Connect to indicate the best way to be reached while working remotely.
- D. **Work Assignments.** Remote workers must meet and/or communicate with his or her manager to receive, review and complete assignments, as often as the manager deems necessary.
- E. **Leave.** Remote workers must obtain manager approval before taking leave in accordance with established procedures and the Leave of Absence Policy, as well as following established procedures for requesting and obtaining approval of leave.
- F. **Dependent Care.** Working remotely is not a substitute for dependent care. Remote workers are required to make arrangements for dependent care during the agreed-upon Work Schedule.
- G. **Equipment Failure.** Remote workers shall promptly notify their manager when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
- H. **Re-Assignment.** Participants may be assigned to another project and/or work location that may necessitate changes or termination of the Remote Work Agreement.
- I. **Workers' Compensation.** Remote workers are covered by Workers' Compensation only if injured in the course of performing official duties at the remote worksite during the employee's agreed upon working schedule. If a participant incurs a work-related injury while at a remote worksite, workers' compensation regulations and rules apply just as they would if such an injury occurred at the Company's office. Employees must notify their managers immediately and complete all necessary and/or management-requested documents regarding the injury.

IV. Supplies, Equipment And Software Usage

- A. **Office Supplies.** The Company will provide docking equipment, monitors, surge protector and cell phones. Other supply needs must be preauthorized by the employee's manager. Out-of-pocket expenses for supplies will be reimbursed only if authorized prior to purchase.
- B. **Office Furniture.** The Company will not provide worksite furniture for remote workers.
- C. **Internet Access.** Remote workers will provide his or her own internet access.
- D. **Acceptable Use Policy.** Remote workers must use supplies, equipment and computer programs in accordance with the Acceptable Use Policy.

V. Security

- A. **Disclosure.** Employees must protect the Company information from unauthorized disclosure or damage.
- B. **Surrender Upon Request.** Participants shall surrender all equipment and/or data documents owned by the Company owned immediately upon request.
- C. **Proper Precautions.** Remote workers must take all necessary precautions to secure confidential information at the remote worksite and prevent unauthorized access to any Company system(s), including but not limited to keeping documents in a secure location and locking the computer when not in use.
- D. **Return of Information.** Confidential information must be returned to the Company for proper disposal.

REFERENCES

Acceptable Use Policy

Attendance Policy

Compensation and Hours Policy

Leaves of Absence Policy

Vacation Policy

Sick Time Policy

Travel and Business Expense Reimbursement Policy

REMOTE WORK PROGRAM AGREEMENT

The Remote Work Program Agreement (“Agreement”) establishes the terms and conditions of the employee’s remote work arrangement. This Agreement is considered temporary and the Company may decide to change or revoke any part or the full policy at any time. Participation is voluntary and the employee may terminate this Agreement at any time. The employee choosing to participate agrees to follow all guidelines indicated in the Remote Work Policy.

REMOTE OFFICE DESCRIPTION: _____

REMOTE WORK SCHEDULE. Employees are allowed to work remotely a maximum of two days per week. Both Monday and Friday cannot be remote work days. The employee agrees to work at the remote worksite on the following day(s):

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
---------------------------------	----------------------------------	------------------------------------	-----------------------------------	---------------------------------

EQUIPMENT REQUESTED.

- | | |
|--|--|
| <input type="checkbox"/> Monitor | <input type="checkbox"/> Surge Protector |
| <input type="checkbox"/> 2 nd Monitor | <input type="checkbox"/> Cell Phone |
| <input type="checkbox"/> Docking Station | <input type="checkbox"/> Other _____ |

**HR will notify IT of the requested items.*

EMPLOYEE ACKNOWLEDGEMENT

I understand,

- **The top priority of our Company is to remain meeting the needs of our customers.** This includes being reassigned to another project and/or work location, which may require my manager to change or eliminate my agreed upon Remote Work Program.
- I must be available and ready to work at my established remote office. I will notify my manager when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
- I will not vary from the agreed-upon remote work schedule without manager approval. Failure to obtain manager approval may result in disciplinary action, which may include cancellation of the Program Agreement.
- I must accurately record my regular, vacation and sick hours, and submit these hours to Payroll on a weekly basis by 8 am each Monday.
- I have read and understand all of the terms and conditions of the Remote Office Policy and Program and find them acceptable.

Employee Print Name: _____

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

President/Executive VP Signature: _____ Date: _____