

Working from Home Policy

January 30, 2023

(Adapted from prior Telecommuting Policy, 3/20)

Policy

Working onsite is the preferred method of work at MERS. As a small organization serving employers and members throughout the State, in person collaboration and the ability to answer phone calls are both critical functions.

However, working from home (WFH) is made possible by current technology and it is sometimes acceptable and other times required.

Purpose

- Establish mutual understanding of expectations between employees and management for WFH
- Provide requirements for employees while WFH

Applicability

This policy is applicable to all employees of MERS.

Equipment

Each employee has been assigned a laptop which serves as their onsite computer. This laptop should be taken home when an employee has been approved to work from home. It should also be taken home in the event of an emergency office closure, as directed by the employee's supervisor.

The employee must report any technical or other difficulties prohibiting normal work hour progress. A home internet connection is required for WFH to be authorized.

The employee WFH must also be able to receive telephone calls forwarded from the office. This may be on a cell phone or a landline.

Schedule

WFH may be authorized for up to four to five days per month for each employee. Since MERS has a small staff, WFH must be coordinated in advance so that adequate staff is available onsite. Supervisors are responsible for this coordination. Once WFH is authorized, the employee is responsible for adding WFH to the office calendar.

An employee WFH will be expected to work on the same schedule as they would work if onsite. Exceptions may be approved by a supervisor.

Annual or sick leave rules in the Employee Handbook apply when WFH.

Office Closures

WFH may be necessary in the event of an office closure. Closures may be the result of gubernatorially declared emergencies or problems at the MERS building. Widespread power and/or Internet outages may preclude WFH.

When WFH is feasible during an office closure, it shall be conducted at the direction of the Executive Director.

Accountability

Employee accountability while WFH is the same as when working onsite. Regular communication with your supervisor is expected.

Work Related Injury

Any injury incurred while WFH should be reported to your supervisor as directed in the Employee Handbook.