I. Remote Work Philosophy
Michigan Statewide Advocacy Services (MSAS) believes it is in the best interest of both the organization and our staff to promote a work-life balance, enabling staff members to meet their responsibilities both inside and outside the workplace. MSAS also recognizes its programs are statewide programs and in most cases, have multiple offices across the state. In consideration of this, MSAS offers a Remote Work Policy to accommodate ever-changing needs of a diverse workforce. This policy does not mean that permission must be sought in order to do small amounts of work outside the office - many staff check email at home in the evening, or while out of the office on a sick or vacation day. This policy addresses arrangements for regular and/or significant work done outside the office.

II. Remote Work Policy
A. General Considerations.
   a. Remote work arrangements are paid work hours performed away from the employee's primary MSAS office location for an agreed upon day or days, either on occasion or on a regular basis. Remote work arrangements may be routine and approved for occurrence on a regular basis, or occasional, subject to approval by the employee's supervisor on each occasion. Remote work arrangements do not include when the employee is traveling for work. It is unlikely that approval will be given for an employee to have a regular remote work schedule that has the employee working exclusively from a remote location, but rather the regular remote work schedule should include standard days on which the employee performs work in their assigned MSAS office location.
   b. All employees are eligible to request permission to work remotely; however, not every position lends itself to approval. MSAS will determine whether a specific job may be performed effectively off-site and whether an individual is effective working without in-person supervision.
   c. When needed and with reasonable notice, an employee with an approved remote work arrangement may be required to come into the office or meeting site on regularly scheduled remote work days to attend meetings or other events where remote access is either not possible or not conducive to the goals of the meeting or event.
   d. Remote work is not an entitlement, but rather a privilege intended to help employees manage work demands. Working remotely in no way changes the terms and conditions of employment with MSAS.
   e. Remote work is not a replacement for dependent care or other non-work related activities during work hours. Although an individual employee’s schedule may be modified to accommodate childcare needs, the focus of the arrangement must be on job performance and meeting work responsibilities. Employees contemplating a telecommuting arrangement are encouraged to discuss telecommuting expectations and requirements with their family members.
B. Form of Request to Work Remotely.
   a. An employee may request permission to work remotely in writing to their managing attorney or other relevant manager using the Remote Work Request form. The request shall include:
      i. The proposed remote work schedule;
      ii. The length of the remote work arrangement, not to exceed one year;
      iii. The hours and days proposed; and
      iv. How the employee will assure the proper use and safeguard of MAP’s property and confidential information (including phone calls) while working remotely.
   b. Remote work requests will be forwarded to one of the Co-Directors with a recommendation from the manager. Whether such requests are granted rests within the discretion of the Co-Directors who shall consider all relevant factors, including, but not limited to:
      i. The employee’s job position
      ii. The operational needs of the practice group, and the program
      iii. The impact of the request on the practice group and the program
      iv. The performance and attendance record of the employee
      v. Office coverage needs
      vi. The need to have the person in the office to perform supervisory tasks
      vii. Whether the employee has maintained a good work record prior to making the request. (For example, no excessive or unexcused absences and no corrective action within the last six months of employment.)
   c. Permission to work remotely shall not be denied in an arbitrary or unreasonable manner, or for reasons solely based on supervisor preference for non-remote work. Denials of permission to work remotely should be based on reasons reasonably related to job duties and performance.

C. Termination or modification of a remote work arrangement.
   a. All routine remote work arrangements are on a trial basis for the first three (3) months and may be modified or discontinued by the employee’s supervisor at any time. The employee’s supervisor is responsible for evaluating the employee’s performance during the trial period and for addressing with the employee any issues that arise. At the conclusion of the trial period, the employee and supervisor are expected to each evaluate the arrangement and make recommendations for continuance or modification.
   b. The availability of the remote work arrangement can be discontinued by the employee or by MSAS. In the event MSAS decides to discontinue the arrangement, MSAS shall provide the employee with reasonable notice (up to 30 days) given the impact of the change upon the employee’s work routine. The notice shall state the reasons for discontinuation in sufficient detail to provide the employee with an understanding of why the change was necessary. In the event that the employee decides to discontinue the arrangement, the employee should provide MSAS with reasonable notice (30 days if possible) and understand that
their part-time on-site work space might not immediately be available for full-time on-site work.

D. Routine remote work from another program office.
   a. Employees requesting routine remote work arrangements at another program office must have been employed with MSAS for a minimum of 3 months of continuous, regular employment and must not be subject to a performance improvement plan or disciplinary action.
   b. Approval of requests to work from another program office are contingent upon there being adequate appropriate space and equipment (computer, phone, etc.) at the host office that is not needed for another full-time employee of the host office. The host office manager must approve the request before submission to the director for approval.
   c. The employee and supervisor will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication during remote work days. The employee agrees to be accessible by phone, email, and chat within a reasonable time period during the agreed-on work schedule.
   d. Remote work requests can be granted for up to one year at a time, after which the employee can submit another request.

E. Routine remote work from an off-site location.
   a. Employees requesting routine remote work arrangements from an off-site location must have been employed with MSAS for a minimum of 12 months of continuous, regular employment and must not be subject to a performance improvement plan or disciplinary action.
   b. Employees shall provide their own equipment (computer, phone, internet access, etc.) necessary for the performance of their job.
   c. Employees will be expected to ensure the protection of proprietary agency and confidential client information accessible from their home office. Protective measures include the use of locked file cabinets and desks, properly maintained passwords on computer and phone equipment, password-protected internet connection. Staff must enroll their personal device via Microsoft Intune Company Portal; alternatively, MPLP IT can provide Open VPN access in cases where it is needed. Employees must adhere to the MAP Technology Policy at all times.
   d. The employee and supervisor will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication during remote work days. The employee agrees to be accessible by phone, email, and chat within a reasonable time period during the agreed-on work schedule.

F. Occasional remote work from another program office or an off-site location.
   a. Requests for approval of occasional remote work arrangements should be made via email to the employee’s supervisor, copying the Co-Directors. When possible,
these requests should be made 48 hours in advance of the need for the remote work arrangement. Supervisors shall determine approval of an occasional remote work arrangement on a case-by-case basis, focusing first on MSAS’s business needs and the appropriateness of the request.

b. The employee's supervisor is responsible for ensuring employee has appropriate work requirements for the occasion, including that the employee has access to a suitable home or other office environment with a computer and a secure internet connection, and employee’s other responsibilities that day (such as caring for a sick child, waiting for a repair or delivery, etc.) will not interfere with the ability to work remotely for the hours planned.

c. Employees should not be approved for more than 4 days of occasional remote work in a month; instead, the employee should submit a routine remote work request.

d. Emergencies: in the event an unplanned absence, the employee may work remotely for the time required to make arrangements for coverage of their job duties for that day.

G. Office Closures.

a. When a MSAS manager declares an office closure due to inclement weather or other factor, employees should work remotely to the extent possible; otherwise, the snow day policy applies.
REMOTE WORK REQUEST FORM

Employee _______________________________________ Position____________________

Supervisor ______________________________________ MSAS Program________________

1. Schedule Type (Mark One): Routine______ Occasional ________

2. Describe the remote work location, including the mode of internet access and information and equipment security measures (including phone calls). If requesting to work from another program office, indicate where in that office you will be located.

3. Routine Remote Work Schedule (not applicable for occasional remote work requests)

<table>
<thead>
<tr>
<th>Day</th>
<th>Work Location (select one)</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>[ ] Office</td>
<td>[ ] Remote at: ______________</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>[ ] Office</td>
<td>[ ] Remote at: ______________</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>[ ] Office</td>
<td>[ ] Remote at: ______________</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>[ ] Office</td>
<td>[ ] Remote at: ______________</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>[ ] Office</td>
<td>[ ] Remote at: ______________</td>
<td></td>
</tr>
</tbody>
</table>

Schedule Start Date:_______________ Schedule End Date (if applicable):_______________

I understand that this remote work request, if approved, is subject to periodic review by my supervisor and MSAS management and may be discontinued at any time based on the needs of the organization. Occasional remote work is subject to supervisor approval for each occasion requested.

I will abide by the terms of the Remote Work Policy and MAP Technology Policy and I will be available by phone, email, and instant message systems while working remotely, and my work schedule will be entered on my MSAS electronic calendar.

Employee Signature_____________________________________ Date___________________

Supervisor Approval _____________________________________ Date__________________

Host Office Manager Approval (if needed) ___________________________ Date ___________

Executive Director Approval________________________________ Date__________________

If denied, reason for denial:

MSAS Jan. 2020