

STANDARD OPERATING PROCEDURE- GUIDELINE TELECOMMUTING WORK FOR ADMINISTRATIVE STAFF

SCOPE/APPLICABILITY:

These guidelines apply to administrative staff within the OB-GYN Department.

PURPOSE:

To establish a framework that allows eligible employees to work remotely, providing them with flexibility while maintaining productivity and ensuring the continued success of OB/GYN.

ELIGIBILITY:

- Employees must have completed their probationary or trial period.
- Employees may not be on any type of performance management plan to include but not limited to coaching's, oral, or written warnings.
- Employees may not be in their last two weeks of employment with the Department.

PROCEDURE:

- Staff may opt-in to a schedule that includes working remotely. If an employee opts in to remote work, the remote work hours must be structured, consistent, planned and approved by their supervisor.
- Employees must be present in-person 3 full 8-hour days per week.
- The office is open Monday through Friday from 8:00am-5:00pm. Each work area (Administration, Finance, Education & Practice Management) should provide 100% coverage during business hours. This means at least 1 employee from each area must be present in-person during business hours. Work area managers are responsible for ensuring proper coverage. The Research group is exempt from this requirement due to the clinical/patient facing nature of their work.
- Work hours must fall between 7:30am-5:00pm. A lunch break of 30 minutes (minimum) is required. Employees must adhere to the same regular work hours schedule for both in-person and remote work shifts e.g. working hours are 8am-5pm with an hour lunch.
- Work hours, including remote work days, must be added to cubicle name placards.
- Employees may request a specific remote work schedule, but supervisors must schedule remote work so that it is appropriately staggered among employees. Due to this, employees may not receive their preferred remote work schedule.
- Employees who support faculty, learners, or administrative functions like meetings should schedule in-person days to coincide with those tasks. For example, if you support a committee that meets on Fridays, Fridays should be an in-person work day.

- Remote work must adhere to a structured schedule e.g. an employee works remotely every Wednesday.
- Remote work hours may not shift from week to week.
- Remote work hours may not be used in lieu of annual or sick leave. In rare circumstances, the supervisor may allow temporary remote work to ensure business needs are met.
- Some meetings/events may require in-person attendance. If these meetings are scheduled during an employee's regular remote work hours, employees are still expected to be present in-person.
- Employees may be required to be present in-person during scheduled remote work hours with little to no notice if the departmental business needs require it. If this is required, employees are expected to travel to work within 1 hour of the request.
- Remote work hours do not flex. That is, if an employee must be present in-person during regular remote work, those hours cannot be taken on another day.
- Employees who opt in to remote work, must make their cell phone number available for use or forward their work line to their cell/home phone.
- Upon resignation, an employee on a remote work schedule must return to work in-person for their last two weeks in office.