

St. Andrew Lutheran Church Hybrid Remote Work Policy

Definition:

Hybrid Remote Work occurs when an employee performs some essential functions of their position on site at St. Andrew Lutheran Church (“St. Andrew”) and some from an alternate workplace, such as the employee’s home or off-site office.

Eligibility:

Any employee may request approval for Hybrid Remote Work. However, St. Andrew reserves the right to require on-site work and to exercise its right to require employees to work on site in its sole discretion.

Process:

An employee shall initiate a request to perform Hybrid Remote Work through a conversation with the employee’s immediate supervisor to determine which, if any, functions of the position can be effectively, safely, and securely carried out from an alternate workplace.

After this conversation, if the employee and the employee’s immediate supervisor agree that Hybrid Remote Work is feasible, effective, safe, and secure, the employee may request formal approval for Hybrid Remote Work by submitting the request in writing on a form supplied by St. Andrew.

St. Andrew’s Congregational Council will, from time to time, designate a Hybrid Work Committee of at least three (3) and not more than five (5) persons (who must include the supervisor, as well as Council members and HR Committee members) to review and approve or reject requests for approval of Hybrid Remote Work. Each request for approval of Hybrid Remote Work will be reviewed and either approved as submitted, approved with additional conditions or stipulations, or rejected within thirty (30) days of submittal.

The Hybrid Work Committee may consider the following, non-exclusive list of factors when reviewing a request to perform Hybrid Remote Work:

- a. Are the duties suitable for remote work? For example, any duties requiring face-to-face contact with church staff and church members or direct access to hard copy files or on-site church equipment are not suitable for remote work.
- b. Has the employee consistently demonstrated work habits that are well suited for working remotely, including, but not limited to: self-motivation, self-discipline, the ability to work independently, the ability to manage distractions, the ability to meet deadlines, and a demonstrated record of meeting established performance expectations?
- c. Does the remote work meet St. Andrew’s operational needs, including the needs of other staff members and congregation members?
- d. Can the remote work be completed without jeopardizing the privacy and security of personal and financial data?

Expectation of Professionalism:

Any approved Hybrid Remote Work will not change an employee’s job responsibilities, salary, or benefits. The employee will continue to comply with all existing job requirements and expectations.

Employees are expected to conduct themselves with the same level of professionalism while working remotely as when working in person at St. Andrew. Employees agree to make good-faith efforts to

maintain a professional work environment at their approved remote location(s). When attending virtual meetings, employees must be prepared to actively participate.

Employees agree to maintain ongoing communication with their supervisor, staff members, and church members when working remotely.

Employees working remotely are required to adhere to all established St. Andrew policies and procedures.

Working Hours:

The working hours for the Hybrid Remote Work will be determined by the supervisor with input from the employee.

The employee must be available by phone, email, text, and video conferencing platforms during established Remote Work hours. Absences (including unavailability during work hours) must be reported. Employees will account for all time worked and use other leave, as appropriate, with prior management approval. Employees must notify their supervisor if they are unable to perform work assignments due to equipment failure or other unforeseen circumstances.

Non-exempt employees are required to accurately reflect all hours worked on their time sheet and take all meal and rest breaks in accordance with the Fair Labor Standards Act and State Law if applicable.

Equipment:

The employee will maintain basic technology for accomplishing the functions of their position, including, but not limited to, a computer, internet hook-up, and telephone. St. Andrew is not responsible for loss, damage, repair, replacement, or wear of personal property.

Any equipment provided by St. Andrew for remote work must be secured and maintained. It is to be used for church business only and must be password protected with a strong password and used only by the employee.

Security:

Employees approved for Hybrid Remote Work will take all steps necessary to prevent any information that St. Andrew designates as confidential or secret from intentional or inadvertent disclosure to third parties, expressly including, without limitation, family members and guests with access to the place or places where Hybrid Remote Work occurs. Any employee performing Hybrid Remote Work that involves confidential or secret information may not store such information on a personal computer or in a shared virtual work or document storage space without the express, written approval of St. Andrew.

Safety and Wellness:

The employee must maintain a clean and safe alternate workspace. The employee must immediately report to the supervisor any injury that occurs during work hours.

Termination of Agreement for Hybrid Remote Work:

Remote work schedules arranged by mutual agreement between the supervisor and an employee may be discontinued by either party at any time.

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