

Work from Home/Off-Site Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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I. Policy: Work from Home/Off-Site

It is our policy that the following guidelines below are followed when working from home/off-site. St. Joseph Academy is open from 6:00a.m. to 6:00p.m., Monday through Friday. Employees are expected to be at work during their normal hours scheduled by their direct Supervisor unless the work assignment takes them out of the office.

II. Procedures:

A. **Working from Home/Off-Site:** In order to best accommodate the needs of the employees at St. Joseph Academy, the organization expects all employees to be available during their normal, scheduled working hours; approved and scheduled by the direct Supervisor. Subject to staffing needs of their department, and prior management approval, an Administrator/Leadership member may occasionally request to work from home. Administrators/Leadership members wishing to work from home/off-site must adhere to the following guidelines:

- Working from home/off-site must be approved in advance by the President/CEO.
- When working from home/off-site an employee must be available by phone or e-mail in a timely fashion if management, student families or other employees have questions.
- Generally, Administrators/Leadership members will be expected to adhere to the same normal work hours when working from home/off-site.
- When working from home/off-site requires an employee to take home company files, prior President/CEO approval is required.
- Employees who want to work from home/off-site are responsible for assuring that the "home/-offsite" office has needed tools and set-up to assure that work is performed safely, efficiently and effectively.

The President/CEO reserves the right to make exceptions to the policy at any time.

Approved by:


President/CEO

Date

