MDRT’s Work **from Home Policy and Procedure**

 **Objective**

Working from home allows employees to work remotely, on the road or in a satellite location at times when needed. MDRT considers working from home to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Working from home is not an entitlement, it is not an association wide benefit, and it in no way changes the terms and conditions of employment with MDRT.

**Equipment**

The human resource and information technology departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. MDRT accepts no responsibility for damage or repairs to employee-owned equipment. MDRT reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Current requirements for employee-owned equipment:

* Windows 8 or above operating system or current iOS if Mac-based
* Wireless internet access
* Minimum level virus-protection software if using employee-owned equipment. Contact IT for access to free virus protection software

Equipment supplied by MDRT is to be used for business purposes only. The employee must sign an inventory of all MDRT property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all MDRT property will be returned, unless other arrangements have been made.

MDRT will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. MDRT will also reimburse the employee for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee’s job.

**Environment**

The employee will establish an appropriate work environment within his or her home for work purposes. MDRT will not be responsible for costs associated with the setup of the employee’s home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Alternative locations may also be appropriate if they are conducive to professional work and allow the employee to conduct normal business activities. MDRT will not be responsible for costs associated with an alternative location, unless these are pre-approved by Human Resources.

**Security**

Consistent with MDRTs expectations of information security for employees working at the office, working from home employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. If working in a public area, equipment must never be left unattended.

**Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. MDRT will provide each staff member with a safety checklist that must be completed at least once per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company’s workers’ compensation policy. Working from home employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Working from home is not designed to be a replacement for appropriate child care. Although an individual employee’s schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

**Time Worked**

Working from home employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using MDRTs time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of human resources. Failure to comply with this requirement may result in disciplinary actions.

**Ad Hoc Arrangements**

Temporary working from home arrangements may be approved for circumstances such as inclement weather, global pandemics, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee’s health care provider, if appropriate.

All informal working from home arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.