

Working from Home:

Who:

- 1) Any staff with a position that does not require a public facing presence
- 2) Any staff that is required to self-quarantine
- 3) Any staff unable to work due to the school closures
- 4) Other staff may be able to work from home upon request

If multiple staff require the ability to work from home and we are unable to accommodate them all then a schedule will be provided.

Requirements:

In addition to their regular duties a staff member must:

- 1) Be signed into Accuro chat during their scheduled hours
- 2) All staff working from home must submit a time sheet weekly. Falsifying timesheets is a disciplinary offense that could result in dismissal. Timesheets can be submitted weekly to myself via e-mail.
- 3) Let your supervisor know when you plan to be in or out of the office
- 4) Provide and be available via a phone number during scheduled hours to your supervisor
- 5) This is to make sure you know what is going on and any changes.
- 6) If you are caught up on your work please let your supervisor know. There are additional tasks that we may ask you to do.
- 7) Be available via business e-mail during scheduled hours
- 8) Time off for Sick or holidays needs to follow existing processes.
- 9) Forward their office phone to the number provided unless other arrangements have been made.
- 10) Ensure a professional voicemail fitting to their position is setup on the number they have provided
- 11) If you are short on work you are required to notify your supervisor

Modified Duties

A staff member working from home is acknowledging that they are required to accept modified duties as part of working from home:

- 1) May be required to answer phones for multiple physicians
- 2) May be required to complete tasks and letters for multiple physicians
- 3) May be required to assist in billing
- 4) May be required to attach documents for medical records or other physicians