



GSGLA REMOTE WORK POLICY

This document contains very important policies and practices of GSGLA applicable to employees who work remotely – including employees who may work from home (“remote workers”). Remote workers like all other GSGLA employees are required to follow the policies in the Employee Handbook, revisions of the Employee Handbook and other policies as issued by the organization. This document does not purport to be a complete compilation of employee policies but is intended to highlight those policies which are critical to the unique situation of the remote worker. If the remote worker has any questions, or if there appears to be a conflict between the policies in the Employee Handbook and other information received, then the remote worker is required to contact the Human Resources Department.

“AT WILL” EMPLOYMENT

GSGLA’s policy is that employment is “at will” and is applicable to remote workers. This means you are free to leave GSGLA at any time, with or without reason or notice. Likewise, GSGLA also has the right to terminate your employment at any time, with or without reason or notice. As an employer, GSGLA may also transfer, demote, promote, reclassify and lay off remote workers with or without reason or notice unless otherwise required by law. The “at will” employment status cannot be changed or altered by anyone except in writing by the Chief Executive Officer.

EQUAL EMPLOYMENT OPPORTUNITIES

GSGLA is an equal employment opportunity employer without regard to a person’s protected category. Any employee found to be in violation of this policy will be disciplined. No employee will be retaliated against for reporting actual or perceived violation of this policy. Conduct which allegedly violates this policy will be promptly investigated and appropriate corrective action will be taken.

REASONABLE ACCOMMODATION

GSGLA provides reasonable accommodation to all employees and applicants who are able to perform the essential job functions of a position. If you need a reasonable accommodation because of a disability or medical condition, you should contact the Human Resources Department or your supervisor for more information on receiving assistance.

SALARY, JOB RESPONSIBILITIES, BENEFITS

The remote work policy will not impact salary, job responsibilities, or benefits. Regular salary reviews will occur as scheduled. The employee agrees to comply with all existing job requirements as now are in effect.

WORK HOURS, OVERTIME, VACATION

Work hours for hourly/non-exempt employees are not expected to change. If overtime is anticipated, this must be discussed and approved in advance with your manager or supervisor, just as any overtime scheduling would normally have to be approved.

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MEAL AND REST BREAKS

GSGLA's meal and rest break period policies apply equally to all remote work arrangements. Employees are required to comply with these policies by taking the appropriate length breaks during the appropriate time periods. Please review the policy in the Employee Handbook for more details. Should you have any questions, contact Human Resources.

WORK HOURS

Timely and accurate completion and submission of timecards into the time and attendance system is the responsibility of the employee.

It is the employee's responsibility to give accurate and up-to-date information to your manager or supervisor regarding your work location and hours. For purposes of Workers' Compensation liability, the employee will maintain the hours of work scheduled by your manager or supervisor.

Departmental requirements take precedence over the schedule and remote work arrangements specified below if there is a scheduling conflict. The manager or supervisor will provide the employee with advance notice, if possible, when flextime schedules or remote work must be curtailed. Vacation time, sick leave, and all other exception time must be authorized by the manager or supervisor according to the GSGLA Employee Handbook policy.

WORK SCHEDULE

For hourly/non-exempt employees, the daily remote work schedule may be subject to discussion with and approval by employee's manager or supervisor. The manager or supervisor may require that employee work certain "core hours" and be accessible by telephone during those hours. A different arrangement may be in place for exempt staff.

INSURANCE

A designated workspace shall be maintained by the remote worker at the alternate work location. Worker's compensation liability will be limited to work-related injuries at this workspace as opposed to applying to all areas of the home.

HEALTH AND SAFETY

Remote workers may have to participate in periodic health and safety inspections of their work site to make sure it meets GSGLA standards. This would be determined on a case-by-case basis by the Director of Human Resources.

TRAINING AND MEETINGS

Certain meetings are mandatory and will require the remote worker to come to the office. Reasonable notice of upcoming meetings will be given to those employees. If a face-to-face work group meeting is necessary, it is the remote worker's responsibility to attend the meeting at the office or designated location.

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EQUIPMENT

The employee agrees that GSGLA can make on-site visits (with 48 hours advance notice) to the remote work location for the purpose of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve company-owned equipment, software, data or supplies.

Prior to finalization of this remote work agreement, it shall be established that the employee member will verify that s/he has appropriate equipment, software and connectivity to adequately complete their work. Any property furnished by the organization is for GSGLA-related projects only. You may not use GSGLA equipment for unlawful purposes or for work for other employers, nor may other persons use it.

Any hardware or software purchased by GSGLA remains the property of GSGLA and will be returned to GSGLA on request. Equipment provided by GSGLA will be maintained by GSGLA. GSGLA is not responsible for the temporary loss of remote workdays due to equipment maintenance or repair, and the remote worker is expected to report to the office or obtain approved leave in such a circumstance.

Equipment no longer used by a remote worker must be returned on the next day in the office. Software used by a remote worker is subject to the same requirements / restrictions on duplication and unauthorized use as software used in the office per GSGLA's Security and cyber security policies and procedures.

Software and configuration for remote work on non-GSGLA-owned equipment is the responsibility of the staff member. TechMD will not troubleshoot connectivity issues. GSGLA does not provide connectivity to personal residences. If there are technical issues TechMD and the employee's supervisor will assess the needs on a case-by-case bases. GSGLA is not responsible for the repair, maintenance, or replacement of personally-owned equipment used for remote work. If loan equipment is available during the repair period, then the employee may continue remote work. However, if there is no available loan equipment, then the employee must make arrangements to ensure that work is completed, or work from the office. The employee should submit a work request to TechMD regarding the nature of the repair and coordinate with your manager or supervisor to determine a viable option for ensuring that work is completed. The nature of each situation may vary and will have to be decided on a case-by-case basis.

GSGLA reserves the right to retrieve equipment that the employee has not returned after being requested to do so.

SECURITY OF INFORMATION

Employees may not compromise the confidentiality or security of GSGLA information due to remote work, remote computer access, and so on. The employee must comply with the policies and guidelines of proper use of information technology found in the GSGLA Employee Handbook, Security Policy and Cyber Liability Policy, as well as any other guidelines set forth by GSGLA. Breaches of information security, whether by accident or design, while working remotely must be reported promptly.

Reimbursements will be approved on a case-by-case basis, taking into account the reasonableness of the expense, and the overall budget. The employee cannot be assured of reimbursements for expenses not approved in advance.

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DEPENDENT CARE (IF APPLICABLE)

Remote work is not considered a substitute for dependent care and is not available during company core business hours to provide dependent care. GSGLA understands the complexity of juggling work and family responsibilities. However, the employee should request time off if something comes up unexpectedly impacting dependent care. The employee should speak directly with their manager or supervisor and/or the Human Resources Department to determine the most appropriate solution.

INCOME TAX

It will be the employee's responsibility to determine any income tax implications of maintaining a home office. GSGLA will not provide tax guidance, nor will GSGLA assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

EVALUATION

Employee remains obligated to comply with all of GSGLA's rules, practices and policies. Employee understands that violation of any of the above may result in preclusion from remote work and issuance of an unfavorable performance evaluation.

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FLEX PLACE/REMOTE WORK SAFETY CHECKLIST

General Recommendations

- ✓ Dedicate an area in the remote work area designated as that which you will use for the sole purpose of maintaining your workstation (if other than a designated workstation in a GSGLA office, Service Center or Program Center). You should clearly identify this area prior to beginning work at the remote location.
- ✓ Hourly/non-exempt staff should agree with their manager or supervisor on the hours they will consider “work time.” If you must periodically be present in a GSGLA office or other location different from one in which you normally work, clearly identify when the office workstation is the place of employment whenever applicable.

Workstation Design

- ✓ Adjust your computer screen so that it is approximately 18-26 inches from your eyes and its height is slightly below eye level.
- ✓ Reduce the risk of an injury by keeping your work area clean.
- ✓ Keep walkways clear and avoid clutter to reduce the risk of a slip or fall.
- ✓ Use power strips to avoid tangled extension cords.
- ✓ Ensure that all electrical cords are in good condition.

Postural Considerations

- ✓ Keep your head straight and elbows bent at 90 degrees when using a keyboard. Always keep wrists in a neutral (straight) position.
- ✓ Keep feet flat on the floor and relax neck and shoulder muscles to minimize stress.
- ✓ Alternate work tasks, rotate activities, and take periodic mini-breaks to rest muscles.
- ✓ Sit with your head, neck, and back upright. Support your lower back with a pillow, if needed.
- ✓ When lifting, keep the load against your body and lift with your legs, not just your back.

Signing the acknowledgement below, also confirms that you have read the above checklist and will do your best to comply with these health and safety recommendations.

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DURATION AND TERMINATION OF REMOTE WORK ARRANGEMENT

If the remote work arrangement was offered as part of a reasonable accommodation for a medically- certified condition, then the duration of the arrangement will be determined by the treating health care provider(s). Otherwise, the primary manager or department head may at any time change any or all the conditions under which you are permitted to work remotely or withdraw permission to work remotely for any reason or no reason. Likewise, the employee may at any time request a change or changes to my work hours, workdays, or work location for consideration by their manager. Any such changes to the terms agreed upon herein are subject to written approval by the Department Director or Chief and/or Human Resources Director.

ACKNOWLEDGEMENT:	
I have read and reviewed this Statement in its entirety and understand its contents.	
<i>My signature below indicates that I understand its content and will follow GSGLA's policies and rules.</i>	
Employee Name (Print):	
Employee Electronic Signature:	Date:
Human Resources Signature:	Date: