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| ***POLICY AND PROCEDURE*** | |
| **SUBJECT/TITLE:** | Remote Work – Hybrid Schedule |
| **SCOPE:** | Case By Case |
| **CONTACT PERSON & DIVISION:** | Andrea Barnes, Health Commissioner, Administration |
| **ORIGINAL DATE ADOPTED:** | December 10, 2024 |
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**PURPOSE**

The intent of this document is to ensure that the Galion City Health Department is meeting our mission and vision for the community we serve, using our guiding principles/values to foster an appropriate, conducive environment for both our staff and clients.

**POLICY**

The Health Commissioner may approve remote work on a case-by-case basis, with eligibility depending on the job description and nature of work. Unfortunately, many positions/job descriptions are not suited for remote work. The Health Commissioner shall establish that the employee has good work behavior and employment of a minimum of six months prior to being considered for remote work or a hybrid schedule.

**BACKGROUND**

This standard will allow flexibility that is needed to work efficiently, because of the lack of private office space in the health department.

**PROCEDURES & STANDARD OPERATING GUIDELINES**

# Working hours, Attendance and Availability

## It is expected that an employee with a flexible schedule that allows for remote work to work a full 8 hour day, documenting time and activities in HDIS or on paper to later enter into HDIS. Sick, personal and vacation days shall be handled the same as at the office.

### Availability and Communication are of utmost importance while working remotely. An employee shall be available to her immediate supervisor by phone or Teams within 30 minutes of an attempt to contact. Being an excellent team member is key to a successful remote work plan.

# Environment, Equipment, and Performance Expectations

## The approval of a hybrid remote work plan does require the employee to accept using her/his own internet and utility costs at her/his own expense. If technical difficulties arise, the employee is expected to correct them within a reasonable timeframe or report to the office to work.

## The ideal environment for remote work will include a private workspace with most, if not all, of the equipment used while working in the office (phone or cell phone, computer or laptop, desk with office supplies, etc.).

## The performance expectations of the remote employee are no different than for an in-office employee. It is understood that the GCHD PPM applies to all employees of the health department wherever they are working.

## The remote employee is expected to use VPN access to our common drives on our server and contact ES Consulting with any problems that arise connected to the VPN access.

**CITATIONS**

[www.indeed.com](http://www.indeed.com)

**CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Andrea Barnes, Health Commissioner, primary author

**APPENDICES**

Appendix A: Q:>Personnel Policy & Procedure Manual

**REFERENCE FORMS**

None

**SIGNATURES**

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*Andrea Barnes, REHS Date*

*Health Commissioner*