Work Remote (WR) Guidelines

Objective

Wisconsin Municipal Mutual Insurance Company (WMMIC) considers work remote (WR) to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. WR allows employees to work away from the office for part of their regular workday or workweek. WR is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with WMMIC.

Guidelines

1. WR is defined as an informal arrangement for employees to work outside the office. Other informal, short-term arrangements may be made for employees to the extent practical for the employee and the organization, if approved by management.

2. Consistent with the organization’s expectations of information security for employees working at the office, employees working remotely under these guidelines are expected to ensure the protection of proprietary company and customer information accessible while off-site. This would include regular password maintenance, using the company provided computer, connecting to the VPN, company provided mobile device and any other steps appropriate for the job and the environment.

3. WR employees must be available during their respective (normal) core business office hours, unless noted on their outlook calendar.

4. WR does not apply to any hours an employee may work on Saturday or Sunday. WMMIC does not require employees to work on weekends. An employee may be on work status if they are travelling or if approved by management.

5. WR employees under these guidelines are expected to track, account for, record and promptly report to WMMIC all time worked.

6. All work rules and laws that apply at the office, such as but not limited to, discrimination and harassment rules and laws, workers’ compensation laws and workplace conduct rules, apply to WR employees under these guidelines.

7. WMMIC will not provide additional hardware, software or home internet connection. WR employees must supply all equipment necessary to be able to work remotely.

8. Employee must to keep their outlook calendar up to date and be accessible by instant messaging when working remotely.
9. WR is not designed to be a replacement for appropriate child care.

10. The availability of WR as a flexible work arrangement for employees of WMMIC can be discontinued at any time at the discretion of the employer (without any notice).

11. Non-exempt employees are expected to be in the office for 30 hours.

12. Exempt employees are expected to be in the office for 15 hours.

13. All employees may choose to do their hours in the office as full days or may consider half days throughout the week.

14. An offsite meeting / mediation or hearing off site is considered a remote day.

15. If a nonexempt employee is taking PTO or if there is a holiday during the week the nonexempt employee may still take a WR day if approved my management.

16. Employees on WR will be required to attend meetings. WR is not an excuse to deny meeting attendance. Employees are expected to be in the office for staff and section meetings. If the employee does need to work remote this should be communicated to management and the employee should plan to attend via web meeting.

17. WMMIC expects the sections do their best to be sure there is one Workers’ Compensation and one liability adjuster in the office at all time. Employees are responsible for coordinating this coverage with their respective teams.

18. Employees may not work remotely more than two Fridays in a row without approval from management. If necessary, WMMIC management will assign a Friday/Monday WR rotation. Employees may not work remotely on a Friday and the following Monday on a routine basis.

19. Working remote should be scheduled on a week-by-week basis. Management will not work around remote days for scheduling meetings more than a week in advance.

Exceptions to the guidelines may be given on a case by case basis and should be approved by management.

Questions on these Guidelines should be directed to the Operations Manager or Executive Director.

I acknowledge I have read and understand these guidelines.

__________________________________________________________________________________________________________________________________________________________________________________________ Employee Signature

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________ Date