



WORKING OFF-SITE EMPLOYEE GUIDELINES

Preamble

These guidelines are designed to provide guidance and structure to central office employees when they are either permitted or required, for whatever reason, to work remotely from the office.

Hours of Operation

The standard hours of operation for MESC central office employees is from **8:30am to 4:30pm**. It is expected that central office employees working remotely are to be working and/or available for contact during these hours.

Access and Use of Technology

It is expected that central office employees working remotely have proper access to technology. This includes access to a stable internet connection and a laptop computer. If employees receive a cell allowance, it is expected that those employees also ensure that their **cellphones** are used for needed contact and interaction.

Use of Software to Support Working Remotely

When central office employees work remotely, it is expected that they regularly check their **work email**. This is to ensure that needed correspondence can be received and/or responded to appropriately, comparable as possible to if they were working in the office.

Google Hangouts is a feature that is regularly used by central office employees for communications. It is expected that central office employees use Google Hangouts as an extension of their MESC email platform to interact with other staff members as needed. If employees receive a cell allowance, it is expected that those employees have downloaded and installed Google Hangouts on their **cellphones** to communicate with other employees as needed.

Meetings While Working Remotely

Whenever possible, it is recommended that meetings be held face-to-face. When this is not possible, it is recommended that central office employees consider using one of the following methods to conduct necessary meetings: **Conference Calls, Google Hangout Video Calls, Google Meet, Skype, FaceTime or a Zoom Meeting**.

Questions, Concerns or Clarifications

If central office employees have any questions or concerns, or require additional clarification related to working remotely, they should contact their direct supervisor for support.