



# WORKING OFF-SITE EMPLOYEE GUIDELINES

## Preamble

These guidelines are designed to provide guidance and structure to employees when they are either permitted or required, for whatever reason, to work off-site.

## Permission and/or Direction to Work Off-Site

The decision for employees to work off-site is determined by their supervisor. Any request to work off-site must be made to an employee's direct supervisor.

## Monitoring Off-Site Work

Any work being done off-site by an employee will be monitored by his/her direct supervisor. It is the responsibility of the employee to work in accordance with these guidelines; and it is the responsibility of the supervisor to ensure that employees meet these guidelines.

## Hours of Operation

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

## Access and Use of Technology

It is expected that employees working remotely have proper access to technology. This includes access to a stable internet connection and a 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 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 on-site.

**Google Hangouts** is a feature that is regularly used by employees for communications. It is expected that 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.



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## 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 employees use **Google Meet** or **Google Hangout Video Calls**. This is recommended as both of those tools are supported by our MESC work platform.

## Entitlements and Working Off-Site

When employees have been directed or given permission to work off-site, they are responsible for following these guidelines - including being available and participating in work during the prescribed work hours.

In the event that employees working off-site require time away from work, they are required to utilize entitlement days in accordance with MESC entitlement procedures. This includes the use of sick days, personal days, cultural days, bereavement days, etc.

## Questions, Concerns or Clarifications

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