



# Remote Work Program

## Overview:

The Clerk's Office has established a Remote Work policy & Remote Work Procedures for a variety of reasons including, providing an enhanced work/life balance to employees, increasing motivation/productivity and reducing parking requirements, office space needs and environmental impacts. The remote work program is not a formal employee benefit nor is it an entitlement. Rather, it is an alternative method of meeting the needs of the Clerk's office and our employees if appropriate and approved.

## Workplace Types:

The Clerk's office has introduced workplace types (**Onsite, Hybrid, or Remote**) to attract & retain a diverse & talented workforce. Please consider the following workplace type definitions as you apply for this role.

- **Onsite:** Employees who are working in Onsite roles will work primarily onsite.
- **Flexible/Hybrid:** Employees who are working in Hybrid roles will work regularly both onsite and offsite (from home) depending on business needs.
- **Remote Only:** Employees who are working in Remote roles will work primarily offsite (from home).

## Eligibility:

Employees may be eligible to participate in the remote work program upon the successful completion of their introductory period, the suitability of their jobs for remote work, an evaluation of the likelihood of their success as a remote worker, and an evaluation of their supervisor's ability to manage remote workers.

The employee must possess certain performance characteristics that are associated with successful remote workers prior to entering into a remote work agreement.

## Performance Characteristics:

- employee's self-motivation, initiative, and judgment;
- fully trained and proficient in work duties based on supervisor's assessment;
- meets all productivity standards;
- ability to work alone effectively for extended periods;
- completes assignments independently and on time, meeting standards for quality;
- asks for assistance when needed;
- limited need for feedback but able to ask for it if necessary;
- communicates information fully and timely with leadership, coworkers, support staff, and customers, as applicable;
- sets appropriate priorities, changes priorities as needed, and maintains a suitable work pace;
- demonstrates dependability and responsibility in meeting attendance standards, following through on projects and work assignments, maintaining confidentiality of Clerk's office information, and properly document remote workdays; and



- operates and adjusts computer or other equipment independently, to the degree that will be required at the alternate work location.

**Job Characteristics:**

- face-to-face interactions are minimal or can be scheduled;
- the needs of internal and external customers can be satisfied from an alternate work location;
- the need for specialized equipment is minimal or flexible;
- work flow can be scheduled and different tasks can be allocated to be completed on remote work or non-remote work days;
- clear objectives can be set and tasks can be clearly defined; and
- includes tasks that can best be completed during quiet, uninterrupted time.

***\*Note: Candidates can expect to learn more about workplace type and eligibility requirements throughout the recruiting & onboarding processes. The Clerk's office Remote Work Policy is available in its entirety to all Clerk employees, this document is intended as an overview only.***