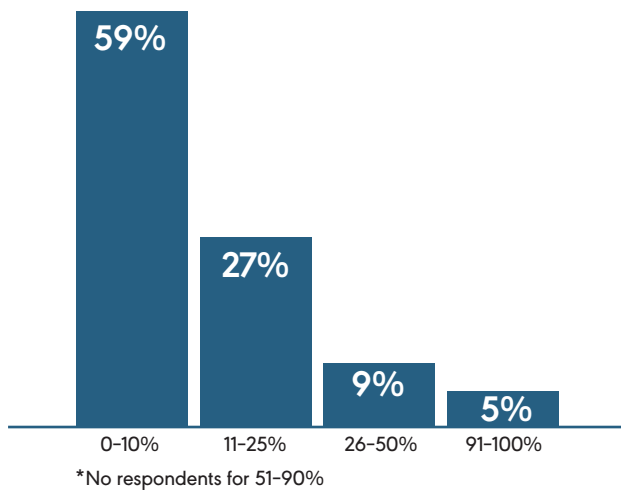


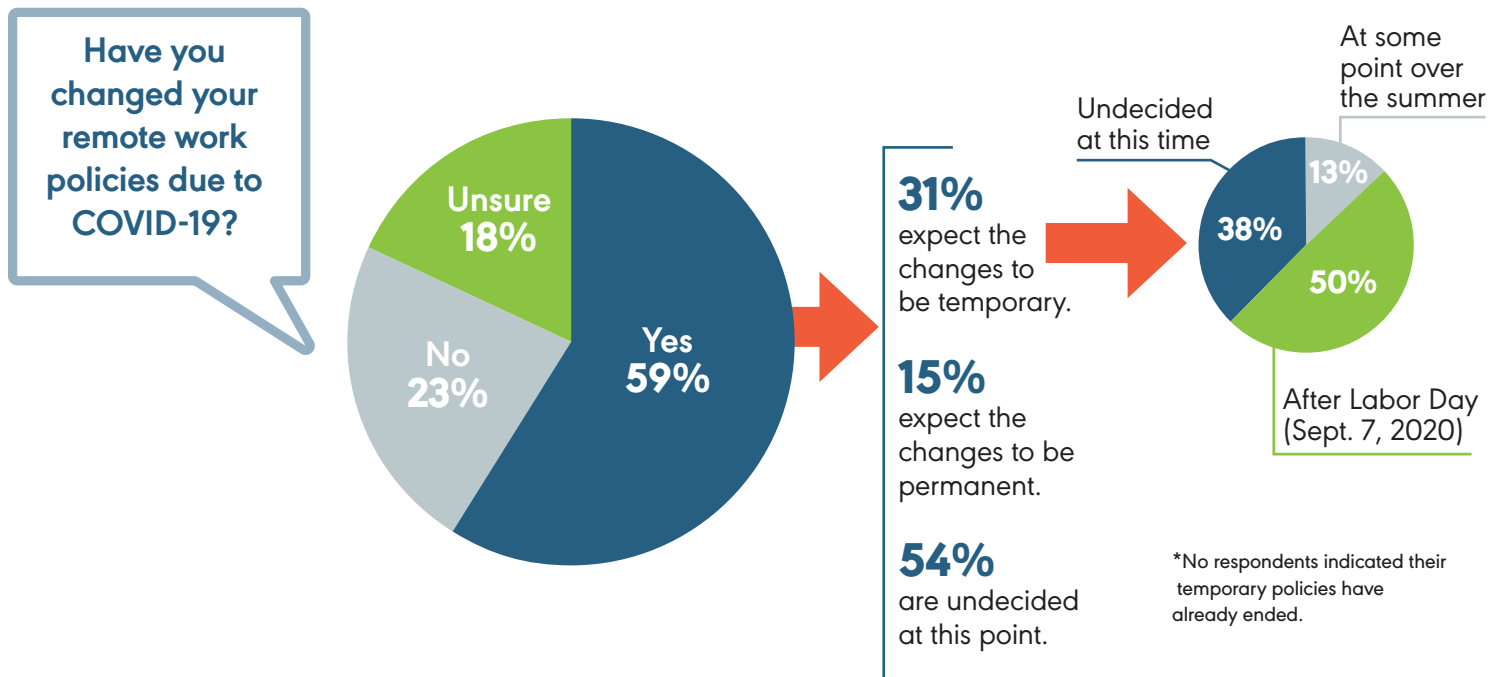
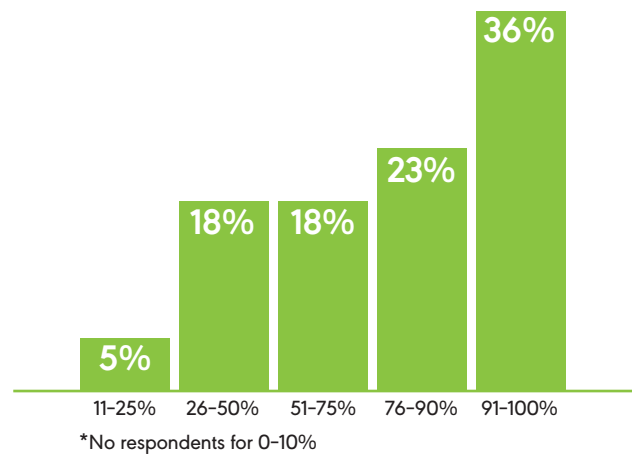
COVID-19 BEST PRACTICES: Remote Work Policies and Practices

While states continue to open for business, many organizations are staying the course with work from home for non-essential employees, and also examining and/or revising remote work policies. Here's a look at what the expert employee relations leaders in our Roundtable community are doing.

Employees who normally work remotely (pre-COVID-19)



Employees currently working remotely (due to COVID-19)



ADDITIONAL COMMENTS:

"They will change as the state guidance changes. We are slowly starting to bring people back into the office."

"We are also looking at if it makes sense to downsize our number of offices."

"Currently set to end on Sept 8, but highly likely this will be pushed out again. We are trying to allow employees time to make plans and we are staying hyper-aware of the school and daycare situation as we plan."

"While the policy changes are temporary, we have a new team looking at what we should change permanently regarding our telework policy to provide more flexibility and support for remote workers."

DESCRIBE CHANGES MADE TO REMOTE WORK POLICIES

Widening Flexibility.

"We have broadened our policy to (1) permanent work from home as part of the job (2) voluntary work from home where the employee has requested WFH and the manager is able to accommodate and (3) intermittent WFH either for a certain period of time or split time in the office (i.e., 2 out of 5 days)."

"We expanded policies to include all clerical and management positions pursuant to governors' executive orders."

"In process of creating a 'hybrid flex remote work strategy'"

"The remote work policies are more firmed up now so that they are more robust to mirror the recent developments."

"We previously did not have a remote work policy."

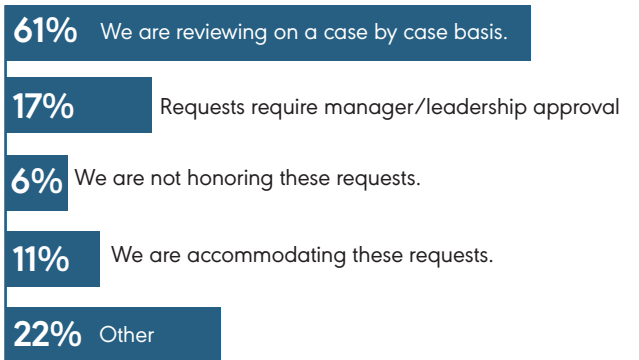
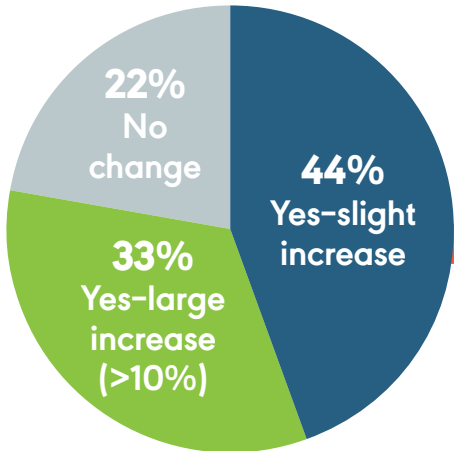
"We told our employees to work from home unless you are considered essential workers and they have been identified."

Reimbursement for WFH Expenses.

"Providing expense reimbursement (up to \$250) for tools needed to WFH effectively - e.g., chairs, cables, keyboard, mouse, etc."

"A formal, signed (online) agreement not necessary. A \$200 reimbursement was added to help employees purchase items needed for a home office. Laptops made available to those who only had a desktop in the work facility."

Have you seen a change in the number of requests for permanent remote working?



OTHER CONSIDERATIONS:

"We're working to modify our existing policy. There is a culture shift in place as well as we had a very small population working remotely/from home."

"Not too many requests since we are not requiring employees to go back to the office until September. We are currently working with department to understand who really needs to go back to the office (essential) and those who can continue to work from home."

"Many of the requests are due to concerns about childcare with schools and daycares not fully open or if living with someone with compromised health, which we are accommodating on at least a temporary basis."

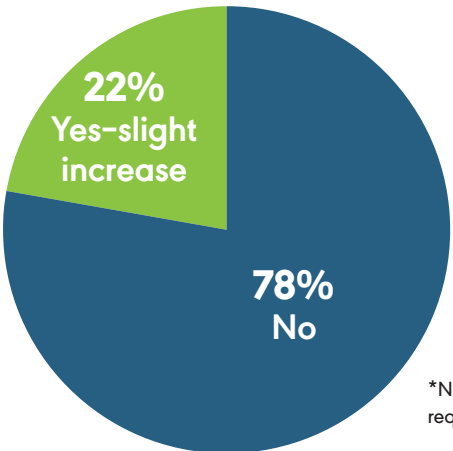
"We have made no plan to return to work at this time. We are still considering options. There has been no decision as to whether remote work is a good move for our organization for the future."

"We haven't decided what we are doing post-Shelter-In-Place."

"We haven't gotten to the point of people needing to request permanent remote working as we expect 75% to continue remote work for quite a while longer. We are concerned about creating an outbreak amongst our employees and are bringing people back very slowly."

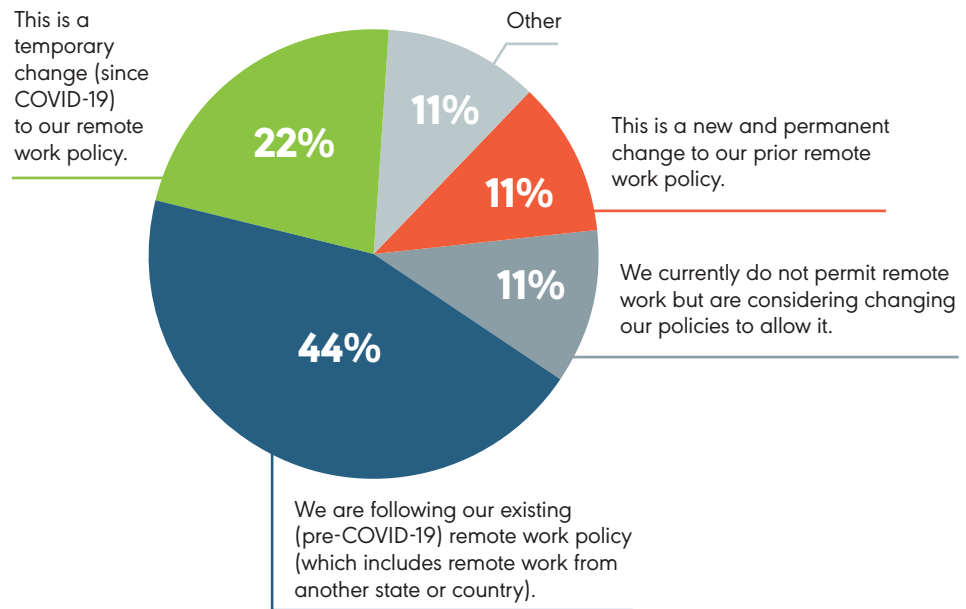
"We are rethinking our WFH strategy, but have not yet communicated any changes. We did a "Return to Office" pulse and engagement survey with a question about the employee's desire to return to the office."

Have you seen an increase in requests to work permanently from another state or another country?



*No respondents have seen a decrease in requests or an increase larger than 10%.

Describe your organization's policy approach for remote work from another state or country?



STATESIDE OPTIONS ONLY.

"We do not allow work from another country (outside the U.S) due to tax reasons. Employees are allowed to work from another state if it is a state that we are licensed to operate in."

"We have not had requests to work permanently from another state or country during COVID-19. We would honor a request to work from another state since our pre-COVID-19 policy includes it. Requests to work from another country are not permitted in our existing remote work policy nor do we have plans to change it."

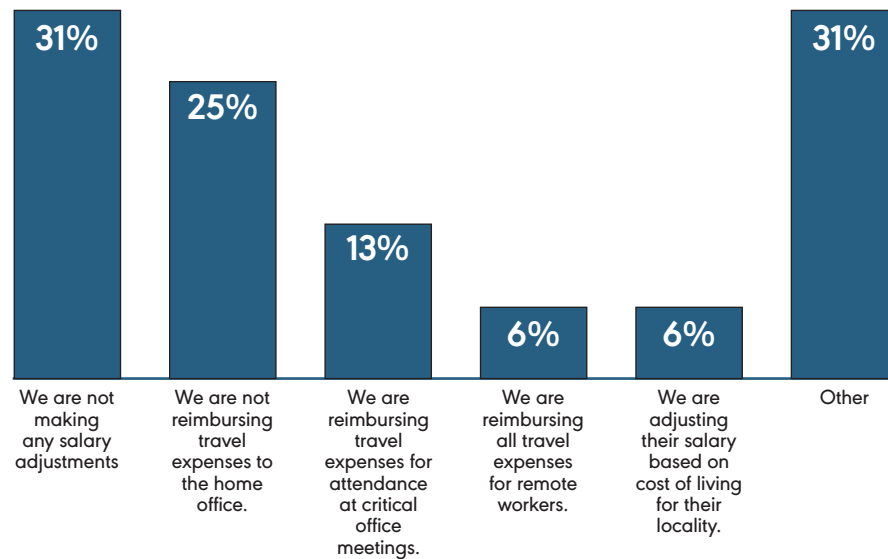
"We are planning to have a certain % of our workforce be remote."

ONLY TRACKING REQUESTS TO WORK FROM ANOTHER COUNTRY.

"We are not tracking if an employee is currently working remote and decides to work from another state. Just want to make sure they are doing their job and accessible for their work schedule."

"We are not tracking if people are working from other states during this time; but we are tracking and reviewing requests to work from other countries. We are working on updating our longer-term policies in this space to allow for more long-term remote work."

How are you planning to handle travel expenses for remote employees in another state or country?



OTHER COMMENTS:

Business as Usual.

"The base locations of employees have not been changed and we have no plans to do so."

"Once employees are approved to work remotely as a normal work location, travel reimbursable is determined based on the work arrangement."

Stay Tuned...

"Only essential business travel is allowed which means very few are traveling, therefore, we haven't addressed travel expenses of those in another state, or farther than normal commuting distance."

"TBD—Policy in draft"

"We are still evaluating our work from home policies including expense reimbursement and doing work while on vacation. We're finding a lot of scenarios are coming up we hadn't seen previously or anticipated."

"We are not putting telecommuting agreements in place during our work from home period for people that are working from other locations aside from their home. For people that are permanently moving within country, we are still putting telecommuting agreements in place."

Looking to Localize.

"We are generally localizing people that want to work from other countries."

"We are handling request to work from other countries case by case, but generally not approving unless it's a permanent move and then we are localizing."