

Section <b>Total Rewards</b>	Subject <b>Employee Benefits</b>	Title <b>Remote Work Policy For PAS/Management Employees</b>
---------------------------------	-------------------------------------	---

**Philosophy**

Where appropriate and when pre-approved, management may allow certain employees to work remotely. “**Remote Work**” is authorized work from home or another designated remote worksite at predictable and specified times. However, not every employee and not every position is a good fit for Remote Work. Even those who are or were initially a good fit may not always be a good fit. When determining whether an employee should be permitted to work remotely and at what intervals, management should consider all of the facts to ensure the position, individual employee, and team goals are appropriate for Remote Work. Additionally, management should consider to what extent SMUD’s interests will not be unduly harmed by any particular Remote Work assignment. Management retains sole discretion to, at any time and for any lawful reason, grant, restrict, and/or revoke the privilege of working remotely or any privileges associated therewith, on a temporary, extended, or permanent basis.

The intent of this policy is to provide management the option of allowing employees, who wish to work remotely and can do so without disrupting SMUD’s business interests, the opportunity to do so. This policy should be applied in a manner that creates transparency, predictability, and clarity in obligations and expectations. When an employee requests a Remote Work assignment and management is willing to approve, the employee and supervisor must complete (as applicable) and fully execute the Remote Work Agreement prior to performing any Remote Work.

An employee working remotely must remain willing and able to report to work at SMUD as directed by his or her supervisor.

**Implementation**

The Director of Human Resource Services or designee communicates to employees the remote work program available to them and approves processes and procedures to administer this program.

**Eligibility**

Remote Work will be considered on a case-by-case basis. To be eligible, an employee must be meeting performance, conduct, and other expectations management may have. The nature of the employee’s job duties and responsibilities must be conducive to

Approved By <b>Arlen Orchard</b>	Established Date <b>06/30/2017</b>	Effective Date <b>06/30/2017</b>	Next Review Date <b>06/30/2020</b>	Page <b>Page 1 of 2</b>
-------------------------------------	---------------------------------------	-------------------------------------	---------------------------------------	----------------------------

Section <b>Total Rewards</b>	Subject <b>Employee Benefits</b>	Title <b>Remote Work Policy For PAS/Management Employees</b>
---------------------------------	-------------------------------------	---

working remotely without causing an impact to service and/or performance.

To more fully consider whether a particular request for Remote Work should be granted, supervisors should consult SMUD's document entitled "Determining the Appropriateness of Remote Work" and coordinate with the manager of Information Technology, or Labor Relations as needed. Management is not obligated to grant Remote Work simply because an employee is eligible for Remote Work.

### **Applicability**

This policy applies to all PAS/Management employees who voluntarily request to work from a remote location at predictable and specified times. This policy does not apply to situations where Remote Work is a necessary part of the job. Furthermore, a request to work remotely for a single limited period of time, as opposed to regular reoccurring time period, is also outside the scope of this policy. Employees requesting Remote Work as an accommodation for a disability, religious practice, or due to an instance of domestic violence should contact the Integrated Disability Management (IDM) team or the Fair Employment Office (FEO) because such requests are outside the scope of this policy.

### **Related References**

Administrative Policies

AP 06.01.02 – Disability Accommodation

AP 05.01.05 – Religious Accommodations

AP 05.01.06 – Accommodations for Victims of Domestic Violence, Sexual Assault, and Stalking

SMUD Forms

3623 – Determining the Appropriateness of Remote Work

3624 – Remote Work Agreement

3625 – Remote Work Employee Guide

Approved By <b>Arlen Orchard</b>	Established Date <b>06/30/2017</b>	Effective Date <b>06/30/2017</b>	Next Review Date <b>06/30/2020</b>	Page <b>Page 2 of 2</b>
-------------------------------------	---------------------------------------	-------------------------------------	---------------------------------------	----------------------------