**WORK FROM HOME POLICY**

**EFFECTIVE 3/16/2020**

In the effort to keep our employees safe, Wave Hill will be instituting a work from home policy during this pandemic. These arrangements are specific to this situation and will not continue beyond this pandemic.

Horticulture, Security and Maintenance staff are considered essential staff and need to report to work as scheduled whether we are open to the public or not. We will strive to minimize the number of essential staff required on site.

Currently, Wave Hill will endeavor to remain open to the public from Tuesday through Sunday. Visitor Services staff are needed during public hours as scheduled. We will adjust the number of staff required according to the open hour/days and extent of the activities on site.

All other staff have the option and are encouraged to work from home during this time.

If any staff member has special circumstances that affect their ability to work at this time whether on site or at home please contact Nancy Mercado.

**To determine who is eligible to work from home, Directors will provide the following:**

* A list of employees who can work from home
* A summary of work/project to be accomplished during the 7 hours of work per day
* Technology needed to work at home

With the information provided, Wave Hill will determine the appropriate equipment required for staff to work from home. Human Resources and Information Technology departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Internet and WiFi will be the responsibility of the employee. Please be mindful that unsecured networks are not suitable for the transmission of sensitive material such as financial, personnel, legal or other confidential information.

**Working from Home:**

* Employees need to maintain the same required workday hours.
* Check in with your supervisor when you begin and end your workday.
* Your supervisor will monitor and direct your work. Productivity expectations will remain the same.
* Timesheets must be maintained and are to be submitted to your Supervisor for approval and sent into HR timely for payroll processing.
* There is no overtime when working from home.
* Conference call lines will be made available for meetings.

For many staff this is an opportunity to catch up on work that is difficult to get to during normal operations. Special projects of this kind will be approved by your supervisor and are encouraged and appreciated.

This policy will be in effect during the COVID-19 pandemic based on the decisions of management and in consideration of guidelines from city, state and federal government.