



Work From Home Guidelines - Key Considerations

Priorities & Essential Work

Evaluate the responsibilities and priorities of your position, considering customer/collaborator impact and feasibility of completing some or all of it remotely (with or without adjustments). Share your thoughts with your supervisor.

Technology

At a minimum, employees need a computer, internet, and phone access. If you do not have a company-issued laptop, but have a personally owned computer/laptop, you may use this. However, you are responsible for following all company practices and policies to maintain security on your device. Speak to your internet/cell provider about your plan(s) to ensure that you will not experience any overage fees. Svamitva does not cover the cost of home internet and phone and does not insure personal technology.

Home Environment

Consider whether your home environment is conducive to remote work. Factors include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Set expectations with others in your home regarding your interactions and availability.

Contact Information

Provide multiple forms of contact information to your Manager. Update your emergency contact information to HR and administrative managers.

Meetings

Your manager will likely define what tools you will use to hold meetings virtually. Within your purview, identify which upcoming meetings

can/should be rescheduled if necessary. Practice holding meetings remotely before increasing remote work use.

Time & Performance

Discuss with your manager how your time and performance will be managed. Communicate regularly with your manager regarding your work priorities, deliverables, timelines, etc.

Working Hourly for Employees

Employees are eligible to work remotely with manager approval, however must adhere to the same accurate Workday time reporting requirements (including meal periods) and processes already in place with the manager and department.

Schedule & Workload

Have a realistic conversation with your manager about how much work you can reasonably conduct remotely. Factors may include the nature of your work, or limitations you may face as a result of your home environment (e.g. you have mildly ill children present who need care). Consider what hours make the most sense for your work and whether you need to propose non-traditional hours such as early mornings, evenings, and weekends to conduct work.

Communication Expectations

It is helpful to discuss with your supervisor what their communication expectations of you are. For example:

- How often they expect you to communicate with them (daily, every few days, weekly)
- How often they expect you to check email /Group messages
- Whether you need to be available via a messenger program (e.g. Skype for Business)
- The use of your personal cell or home phone and text messaging

Thank you!