

## §550 Principal Place of Work Policy

**550.1. Policy** In order to build a sense of community among those persons who furnish assistance to the Diocesan Bishop in the governance and pastoral care of the entire diocese, foster collaboration between those who exercise the offices of the Diocesan Curia, and promote an interdisciplinary approach amid the various ministries and areas of expertise, the principal place of work for all staff of the Diocesan Curia is the building designated by the Diocesan Bishop and to which the staff member is assigned per the responsibilities of his or her position, where members of the Diocesan Curia are ordinarily expected to be physically, spiritually, emotionally, and intellectually present in carrying out their ecclesiastical responsibilities.

The same applies to staff of all agencies or organizations of the Diocese of Springfield in Illinois, the principal place of work for all staff of such agencies or organizations being a building designated by the Pastor, Parochial Administrator, or agency director.

### **Procedures**

- a) Members of the Diocesan Curia or other agencies of the Diocese may carry out their normal ecclesiastical responsibilities through on-site visits to parishes, schools, and other offices outside their designated principal place of employment as needed and appropriate with the approval of the pertinent agency director and/or department director.
- b) Such on-site visits may be approved by the agency director and/or department director on an *ad hoc* basis or on an ongoing basis as a regular component of the employee's job description.

**550.2. Policy** Remote work will be made available to employees as an exception to the above policy only when it benefits organizational and departmental needs in the judgment of the pertinent agency director(s) and/or supervisors. Remote work is defined as regularly working a full or partial workday from home or some other alternate work site. This option may not be available in some job classifications due to the needs of the organization<sup>1</sup>. The remote work option is expected to be utilized sparingly and not normal operational procedure.

### **Procedures**

- a) To be eligible for remote work, an employee should generally have been employed for a consistent 12-month period prior to the request, possess good time-management and organizational skills, have a job classification that permits remote work, and have

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<sup>1</sup> For the purposes of this policy, agency or organization means the Diocesan Curial Offices, Departments, and Agencies; Parishes and Parish Schools; and those entities that are subject to the civil authority of the Diocesan Bishop pursuant to their bylaws or organizing documents.

satisfactory work performance. Consideration for remote work without meeting one of these requirements must have the approval of the agency director.

- b) Employees should discuss the option of remote work with their immediate supervisor. If their immediate supervisor feels the above criteria has been met, they will consult with the appropriate agency director regarding the suitability of the position for remote work from home or other alternate work site.
- c) The agency director, with the approval of other pertinent agency supervisor(s), will determine the positions that may be suitable for remote work.
- d) An agreement will be signed between the employee, supervisor, and agency director after having reviewed this policy. The agreement will be kept in the employee's personnel file.

**550.3. Policy** Compensation, benefits, work status and work responsibilities will not change due to remote work. Any employee granted permission for remote work will be subject to the same performance standards as prior to remote work.

***Procedures***

- a) Remote work employees are expected to work normal office hours unless they have made other arrangements with their immediate supervisor. Unauthorized work will not be permitted. Examples of unauthorized work include, but are not limited to, working outside of normal office hours without permission and accumulating overtime. If an employee has unauthorized work, it must be reported to their supervisor immediately. Employees may receive disciplinary action, up to and including termination of employment, for unauthorized work and/or not reporting unauthorized work in a timely manner.
- b) Remote work employees must be available to attend scheduled meetings and participate in other required office activities at the physical office building as needed.
- c) Remote work does not replace child/family care. The focus of the arrangement is meeting business needs. Employees are not to be caring for or supervising any children or other family members while engaging in remote work. Employees are to discuss expectations with family members prior to beginning the arrangement.
- d) Remote work employees will record their work hours, personal time, sick time, and vacation time in the normal manner as before granted remote work benefits.
- e) Reimbursements will be distributed based on the schedule published annually by the Office for Financial Services.

**550.4. Policy** Remote work areas and equipment used must be evaluated to make sure they are appropriate for use and safety standards are met.

***Procedures***

- a) Remote work is a benefit for the well-being of the employee and the good of the ministry as requested by the employee. Therefore, it is the responsibility of the employee to establish an appropriate work environment within the home for work purposes with the employer not responsible for any associated costs. Employees are expected to be able to follow all work policies during work times no matter where they are working.
- b) The work environment should be appropriate for all work purposes, such as daily routines and tele-conference meetings. For tele-conference meetings, the employee is expected to be in appropriate dress code as well as have an environment free of any distraction or outside noise.
- c) Employees are expected to follow all Safe Environment policies. The employee should not hold physical meetings or events in their remote work location, but rather at the office location as designated by the appropriate agency director. Employee should not have anyone present during calls or virtual meetings. Employee must review Safe Environment policies prior to engaging in remote work.
- d) Remote work employees are expected to maintain a remote workspace in a manner free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by the worker's compensation policy. Employees are required to follow the diocese's work-related injury procedures when reporting such events. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- e) On a case-by-case basis, it will be determined what appropriate equipment may be provided to the employee by the agency. Any such equipment will be maintained by the agency although the employee agrees to take proper actions to protect the equipment from damage or theft.
- f) Any equipment provided by the employer is for business and/or ministerial purposes only. An inventory list provided by the agency will be signed by the employee recognizing that upon termination of the remote work arrangement and/or employment all equipment provided will be returned.
- g) Any equipment provided by the employee will be maintained by the employee.
- h) All work-related data will remain the sole and exclusive property of the agency. All work-related data, including emails, files, etc., should be stored on business-approved platforms and not in personal files or on personal devices.
- i) Consistent with standard expectations of information security, remote work employees are responsible to ensure the protection of proprietary and company-related information. The utilization of locked cabinets, passwords, etc. are a requirement as applicable. All physical, confidential documents must be disposed of properly in the remote work area. The appropriate confidentiality policy should be reviewed and acknowledged in writing by the employee before they engage in remote work.

**550.5. Policy** Special arrangements for unique circumstances shall be considered but are not automatically granted.

***Procedures***

- a) Remote work may be a reasonable accommodation.
  - 1. Consult with the Diocesan Director for the Office for Human Resources if an employee is requesting remote work as a reasonable accommodation.
- b) Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects, etc.
  - 1. Temporary remote work arrangements must be approved by the immediate supervisor and the agency director.
  - 2. The arrangement will have a specified definition of time allotment and will have no expectation of continuance.
  - 3. Temporary remote work arrangements are subject to policies 550.3 and 550.4 above.

**550.6. Policy** The agency director has the right to cancel or suspend employee remote work privileges at any time, for any reason or for no reason.



5. The procurement of software, hardware, communication lines, etc. will be made between the supervisor, employee and, if applicable, the IT department. As per the policy, the employee is liable for any damage to the employer's property resulting from abuse and is responsible for securing data.

No employer equipment will be used at the remote work location.

The following remote equipment will be used at the remote work location:

Equipment: \_\_\_\_\_

Equipment: \_\_\_\_\_

6. Additional terms:

The duties, obligations, responsibilities, and conditions of employment with the employer will not change, except the department may require additional duties of the employee, including periodic written reports to the supervisor regarding work progress. The employee will remain obligated to comply with all employer and departmental rules, policies, practices, and procedures, including safeguarding confidential information. The employee's salary and benefits remain unchanged.

This agreement is subject to the terms and conditions of the [Diocesan Information Technology Policy](#), [the Social Media Policy for the Diocese of Springfield in Illinois](#), the Confidentiality Policy, the Remote Work Policy and all other Diocesan policies.

I have read and understand the above applicable policies and this agreement with the understanding that remote work is not replacement for dependent care, convalescing, or for caring of an ill family member. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents with the understanding that these are not an amendment to any existing contract. This agreement may be terminated at any time with advance notice by either the agency director, my supervisor, or me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Director Signature

\_\_\_\_\_  
Date