



Campbell Foundation Remote Work Policy

Remote work imparts a large amount of trust in Campbell Foundation employees. As such, we find it imperative to communicate expectations that ensure everyone is on the same page.

Eligibility

Remote work must be approved by your manager. Generally, managers should take into consideration, among other factors, the nature of the job/work, operational needs, whether the Foundation can maintain the quality of its services to co-workers and external stakeholders, performance, productivity and attendance of the employee, and the ability of the employee to work independently.

Conflicting Activities

Remote working is not intended to permit staff to have time to work at other jobs, provide dependent or other care during work hours, or run their own businesses. Engagement in any such activities during expected work time may result in immediate termination of the remote working agreement and/or possible corrective action (including potential termination of employment).

Work Schedule

Employees who work remotely are expected to have regularly-scheduled and approved work hours, and to be fully accessible via email and text during those hours. Non-exempt employees who are approved to work remotely are required to strictly adhere to required rest and meal breaks, and to accurately report their work hours.

Response Time

Responses to messages from other staff members should be given within 1 hour. A repeated lack of timely response could require an explanation to your manager. External communications should be responded to within 24 hours.

Co-working spaces

Employees are welcome to work from a co-working space or alternative space, provided you can produce the same level of productivity as in your home.

Equipment

All remote workers must utilize company laptops and phone/tablets to perform all work. You will be provided a laptop and a phone/tablet, which will also contain necessary software and programs.

Travel

Travel between a remote employee's home and any other remote location is considered part of an employee's normal commute and is non-reimbursable. The Campbell Foundation will continue to provide remote employees with appropriate reimbursement for approved, Foundation-related business travel in accordance with its travel reimbursement policies.

Security of Information

Employee is responsible for keeping documents, sensitive business data and other work-related materials confidential and in a secure location. The employee must comply with the guidelines of proper use of information technology found in the Employee Handbook.