

Hopkins Policy & Document Library (HPO)

Policy Buzz

Telecommuting / Alternate Work Location Policy FAQs

Policy Name	Telecommuting / Alternate Work Location (HR912)
Planned Publication Date	7/1/2020
New or Revised Policy	New
Policy Manual Name	JHHS/JHM Human Resources Manual

Purpose of the Policy

The purpose of this policy is to establish guidelines for telecommuting as an alternative work location within the Participating Organizations.

Scope

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

What You Need to Know

- ✓ A department may identify telecommuting as an alternative work location option when it is determined to be in a mutual best interest of the organization/manager and the employee. Telecommuting will be permitted at the sole discretion of management and in accordance with this policy.
- ✓ Employees requesting formal telecommuting arrangements must have successfully completed their 90-day introductory period in accordance with the company's performance management process and maintain satisfactory (meets expectations) performance.
- ✓ Telecommuting employees who are non-exempt will be required to record all hours worked on a Remote Work Form Time Sheet OR by using an appropriate timekeeping strategy (e.g. Kronos timestamp access).
- ✓ Telecommuting is NOT designed to be a replacement for appropriate dependent care.
- ✓ Telecommuting should not be used as an accommodation unless the accommodation request has been fully vetted and approved in accordance with the accommodations policy.
- ✓ The availability of telecommuting as a flexible work arrangement for the Participating Organization employees may be discontinued at any time at the discretion of the organization. Every effort will be made to provide 30-days notice of such a change to accommodate commuting, dependent care and other potential concerns that may arise. There may be instances, however, where no notice is possible.

For questions pertaining to this policy, please contact your local HR Business Partner or HR department

More Information: See the entire policy by clicking on this link:

https://hpo.johnshopkins.edu/enterprise/policies/157/45702/policy_45702.pdf

