

Nebraska FFA Foundation Policy on Flexible Work Arrangements

Purpose. The purpose of this policy is to describe and establish guidelines for flexible work arrangements for exempt employees at the Nebraska FFA Foundation. This policy is designed to achieve the following goals: 1) increase worker efficiency and productivity, 2) reduce travel time,

1. **Definitions.**

- a. *Remote work* – voluntary work arrangement in which some or all of the work is performed at a non-Nebraska FFA Foundation work site such as the home or in an office space near home. Remote work is a voluntary work alternative that may be appropriate for exempt employees, based on their job responsibilities. It is not an entitlement, it is not an organization-wide benefit, and it in no way changes the terms and conditions of employment with Nebraska FFA Foundation.
- b. *Flexible schedule* – allows employee to vary the span of the workday, while ensuring that the standard workweek hours are completed.

Policy Statement: Nebraska FFA Foundation offers exempt employees two options for flexible work arrangements. Exempt employees may request to participate in one or both options. Each option contains specific requirements for the employee. Eligibility for participation is at the discretion of the employee's immediate manager and determination will be made based on the best interests of both the organization and the employee.

Remote work. Generally, work suitable for remote work will have defined tasks with clearly measurable results, tasks requiring concentration when the employee works independently and minimal requirements for frequent access to hard copy files, collaboration with co-workers or special equipment. Employees whose regular duties necessitate their presence at their workplace may not participate in a remote work environment.

- i. May be suitable for occasions when employees must attend off-site meetings or events during portions of the day which make travel to their normal workplace impractical during the balance of the day.
- ii. Employees best suited for remote work are self-motivated, self-disciplined, have a proven ability to perform and a desire to work effectively under a remote work arrangement. Employees must have completed a least one full year of employment with the foundation before being allowed to participate in remote work.
- iii. The employee will establish an appropriate work environment within the chosen environment for work purposes. Nebraska FFA Foundation will not be responsible for costs associated with initial setup of a home office such as remodeling, furniture, or lighting, nor for repairs or modification to the office space. In addition, internet connectivity (ISP) will be the responsibility of the employee.

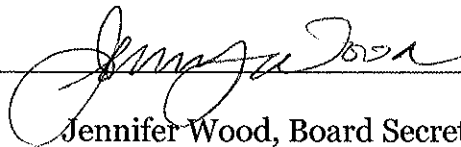
Flexible Schedule. Intended to allow employees to deviate from a typical schedule within reason, arriving earlier and leaving earlier or arriving later and leaving later, or accommodating a single especially long work day (to attend an evening work-related event, for example) by arriving later the following day. It is not intended to allow employees to work unorthodox or impractical schedules.

- i. Exempt employees are expected to put forth the time and effort to complete their work, and generally work the equivalent of 40 hours or more each week.

- ii. A flexible schedule can be established by mutual agreement between an employee and their manager, ensuring that it will not have a negative impact on the employee's work.
 - iii. Employee requests for a flexible schedule may apply to a single day during the week, each day during the week, or certain days or weeks depending on the time of year.
 - iv. Schedule may be revoked by management at any time.
2. **Exceptions.** Non-exempt employees are not eligible for remote work.
3. **Process.** Remote work agreements must be completed. (No written agreement required for flexible schedules)
- a. Employee submits the request to his/her manager and completes the agreement form.
 - b. Manager provides written approval or denial, and forwards to executive director for approval. Or executive director works with board president for approval for their approval.
 - c. Manager and employee mutually sign the agreement form
 - d. Copy of the signed agreement is forwarded the executive director
4. **Forms.** See attached agreement form for Remote work. No form required for flexible schedule.

Adopted by the Board of Directors of the Nebraska FFA Foundation on October 28, 2019

Nebraska FFA Board Secretary: _____



Jennifer Wood, Board Secretary

Remote work Agreement

This form is to be discussed, completed by the employee, and approved by his/her manager and executive director (or board president – if is the executive director) **prior to** beginning Remote work. Please print and complete this form.

Employee Initiating Request: _____

Name of Employee's Manager: _____

Reason for Request: _____

Remote work Terms & Conditions: Should you have any questions regarding these terms and conditions, please discuss them with your manager prior to submitting the form.

This Remote work arrangement is effective from: _____ to _____.

1. I understand that this Remote work arrangement will be reviewed periodically during the effective period and may be extended, modified, amended or terminated at any time by written notification from the manager.
2. I understand that I am expected to continue to perform the full range of duties assigned and required of my position, including attending regularly scheduled and/or unscheduled meetings as necessary. I understand that Remote work days will need to be adjusted to accommodate meeting requests and/or other responsibilities that need to occur on-site or at some other location.
3. I understand that I will abide by Nebraska FFA Foundation policies and procedures during the life of this arrangement.

I acknowledge, understand and will abide by these terms. (Employee signature)

Alternate Work Location: I will work from the following location during this Remote work agreement. Should a change in work location be required, I will revisit this agreement with my manager:

Address Line 1: _____

Address Line 2: _____

City _____

State _____

Zip Code _____

Contact information at this location _____

Home Phone _____

Mobile Phone _____

Other _____

Remote work Agreement: (continued)

Work Schedule Terms and Conditions. Should you have any questions regarding this acknowledgement, please discuss them with your manager prior to submitting this form.

1. For the purpose of defining the work schedule during which Nebraska FFA Foundation has liability for job related accidents or illnesses and during which workers' compensation laws apply, my work hours will conform to the work schedule agreed upon and described below:

Term:	From		to
	<u>Work onsite</u>		<u>Work Off site</u>
Monday	From	to	From to
Tuesday	From	to	From to
Wednesday	From	to	From to
Thursday	From	to	From to
Friday	From	o	From to

I acknowledge, understand and will abide by these terms. (Employee Signature)

Final Agreement: I understand and agree that:

Via submission of this form (or by signature on paper form), I agree Remote work is strictly voluntary and may end without cause, by either party. This arrangement may be terminated by Nebraska FFA Foundation upon reasonable notice (minimum of two weeks) unless a performance issue arises whereby participation may be terminated immediately. Management reserves the right to modify this arrangement at any time in order to ensure the responsibility of the department are met. Nothing contained in this arrangement conveys nor is intended to convey a contract of employment.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Executive Director _____ Date _____

Board President (if for Executive Director) _____ Date _____

