

The unique public safety circumstances caused by COVID-19 have limited our ability to work in our regular work environment. To reduce the impact on our employees and services, Crossroads is temporarily permitting some employees to work remotely. We have created this policy to explain the Crossroads' expectations related to remote work.

Remote Work is Temporary

Normally, the Company assesses whether an employee may work remotely based on factors like the nature of the job and the employee's performance history. Because of COVID-19, we are temporarily permitting remote work in circumstances we might otherwise not. When the Company determines that safety, business, and legal conditions favor work in your regular work location, we will discontinue remote work under this policy.

Remote Work Depends on Your Job Duties

Whether you can work remotely depends, in part, on your job duties. Although we are attempting to make this option feasible whenever we can, if your job duties are not conducive to working remotely or circumstances change, we may not be able to offer or continue this option. Alternatively, we may find it necessary to change your job duties or add additional duties so you can continue to work remotely.

Performance Expectations

When you are working remotely, it is more difficult to monitor your day-to-day work. However, we expect you to continue to work efficiently and to perform your job duties to the best of your abilities. Otherwise, we may not permit you to continue working remotely.

We understand that you may have competing personal obligations during this time, such as caring for family members. However, during work time, we expect you to devote your energies to our business. If other obligations affect your ability to meet this expectation, you must discuss them with your supervisor in advance.

Reporting Requirement

Employee agrees to submit a report on their work for the day to their manager at the end of the telecommuting day. Acceptable report format guidance will be provided by your immediate manager. A sample has been provided at the end of this policy.

Remote Work Location

To comply with current legal directives and for safety reasons, you are only authorized to work from your home, and you must provide your address and phone number to the Company so we can reach you in an emergency.

Equipment

Crossroads provides you the necessary computer, software, and other equipment needed for remote working during this time, if available. All of these items remain the property of the company and must be returned to the Crossroads when Covid-19 remote working ceases. The computer, software, and any other equipment or supplies provided by Employer are provided for use on work-related assignments. Other household members or anyone else should not use the equipment and software. Company-owned software may not be duplicated except as formally authorized. Crossroads will be responsible for insurance and maintenance of all company-provided materials.

Crossroads will pay the cost of all reasonable and necessary business expenses, including those incurred while working remotely. However, you must obtain your immediate manager's approval before incurring any such expense.

Working Space

We understand that you may not have a designated working space in your home, but please make sure that wherever you work is safe (e.g., no obvious hazards like loose cords, no damaged or malfunctioning equipment, etc.), and take reasonable measures to maintain the safety and security of company information and documents. For example, if you must work from a home computer, ensure other members of your household cannot access your email (e.g., do not configure settings to auto-enter passwords). If you need to discuss private client matters, ensure you are in a private location, where other members of your household cannot overhear your conversation.

Privacy

Obviously, while you are working remotely, Crossroads and other entities may have access to personal information about you that you would not otherwise be required to disclose or share. For example, we may need to call you on a personal phone, or you may need to be available for videoconferences with employees or clients. Please let us know if you have concerns.

Work Schedule

Unless you have advance permission from your immediate manager to the contrary, you are expected to be available while remote working under the same conditions as if you were working in Crossroads' offices (e.g., on the same schedule).

Non-exempt employees must follow the Company's regular timekeeping policies and practices. In summary, you must record all your working time (no off-the-clock work), take your meal and rest periods at required intervals and for sufficient duration, and not work overtime without advanced permission.

Of course, falsely claiming you are working when you are not is prohibited by our policies, unfair to coworkers, and contrary to Crossroads' ethical standards.



COVID-19 Remote Working Policy and Agreement

Work-Related Injuries

You must report any work-related accident, illness, or injury immediately to your immediate manager, so that Crossroads can assist you in obtaining the workers' compensation benefits to which you may be entitled. Of course, Crossroads is not responsible for injuries to you or others that occur while working remotely, if they are unrelated to your work for the Company.

Taxes and Other Legal Restrictions

You are solely responsible for obtaining professional advice or assistance regarding any tax-related issues related to working remotely.

By my signature below, I acknowledge that I have read the "COVID-19 Remote Working Policy and Agreement" and agree to abide by its terms.

Employee Name

Employee Title

Employee Signature

Date



COVID-19 Remote Working Policy and Agreement

COVID-19: Remote Work Location and Schedule

Employee Name: _____

Home Address:

Personal Phone Number: _____

Remote Work Schedule*:

Monday	Tuesday	Wednesday	Thursday	Friday

*Non-exempt employees are required to complete the "Remote Work Schedule." Exempt employees must notify the Company of any regular unavailability during business hours.

TIME STUDY

Employee Name:
Employee Position:
Date Range:

Date	Task (be specific)	Start Time	End Time	Total Time	Total Hours Worked
					0.00