

PATHWAYS ABILITIES SOCIETY

PROCEDURE: WORKING REMOTELY

Applies to: All Personnel

Original Effective Date: September 13, 2021

Effective Date: January 23, 2023

Replaces Procedure Dated: October 18, 2021

1. Employees required to work from a different location (not a Pathway's location) i.e. at a person's home, online training, etc. complete the Working Remotely ShareVision list. They notify their supervisor once it is completed.
2. Employees who want to work from a different location (not a Pathway's location) or home occasionally obtain permission via email from the executive director or designate. The executive director obtains permission from the board president or their designate.
3. The executive director consults with the person's immediate supervisor and replies to the request and Cc.'s the supervisor and person's employee's file.
4. The employee completes a Working Remotely ShareVision list and notifies the executive director or designate that it has been completed.
5. Employees whose remote location changes notify the executive director or designate and obtains permission to work form the new location. They complete a Working Remotely ShareVision list and notify the executive director or designate that it has been complete.
6. Employees requiring access to Pathways directories when working remotely obtain permission from the supervisor to contact VDC (Virtual Data Corporation) to have remote access installed on their laptop or computer.