

## **In-Office and Hybrid Work Policy**

*Reviewed on April 2024*

Peachtree Church has established the following policy for in-office and remote work. This policy may change at Peachtree Church's discretion, with appropriate notice to all employees.

Please contact the Senior HR Director with any questions you may have.

### **Procedures**

Each employee should work with his or her manager to determine an appropriate work arrangement. Managers must submit a work arrangement form for each of their direct reports to the HR department.

Managers will conduct annual reviews of work arrangements and adjust them as deemed necessary to meet the organization's requirements. Remote work is considered a privilege for eligible positions. On specific occasions, employees may be required to attend in-person, even on designated remote work days, based on the organization's needs.

### **Work models:**

- ***In-office work schedule:*** Team members work from the office all the time.
- ***Hybrid work schedule:*** Employees work from home on some days and from the office on others.

### **In-Office Only**

Eligible Positions:

- Job duties require access to specific campus spaces, personnel, onsite files, or specialized equipment/technology to effectively perform the job.
- The position has regular, in-person interactions with congregants which is less efficient or effective in a remote environment.
- Remote work relationships add additional cost to the employer. For example, a hybrid arrangement should not typically result in the duplication of office equipment.
- Employees continued remote work negatively impacts team performance.

### **Hybrid - In-Office/Remote Work**

Eligible Positions:

- Job duties can be conducted outside of the worksite.
- Remote Work does not affect the service quality or organizational operations.
- Remote Work does not add additional cost to the employer.
- Remote Work does not negatively impact team performance.

### **Employee Hybrid Work Suitability Criteria**

When evaluating a Remote Work agreement, managers should consider whether the employee has a record of satisfactory performance in the workplace and has demonstrated the ability to:

- Prioritize work to meet deadlines.
- Display self-discipline and accomplish job duties with minimal supervision/direction.
- Consistently follow policies and team norms regardless of work location.
- Understand their role and expectations.

- Manage time effectively.
- Be organized, highly disciplined, and self-motivated.
- Communicate and coordinate effectively with clients, stakeholders, and team members over the phone, email, and video calls.
- Meet work performance and/or productivity levels whether onsite or working remotely.

***On remote workdays, it is expected that the employees are required to be available for video conferences during core work hours (10 am to 4 pm). Additionally, the employee is accountable for ensuring access to a dependable internet connection and maintaining a properly ergonomic workspace.***