

## ARTICLE 14. WORK LOCATION AND EQUIPMENT

### Section 1. Remote Work

Remote work for the purpose of this Article refers to work that is performed at a work-appropriate location. Remote work does not include work performed in the field such as at court, detention centers, and shelters.

Effective upon signing, each employee's remote work schedule will be determined through discussion with supervisors, and shall not require more than two (2) days per week in office. RAICES can require receptionists to work from the office up to five days per week. Receptionists shall be entitled to come to an agreement with their supervisors to work remotely up to two (2) hours per day. RAICES can require Refugee Client Services employees to work from the field more than two (2) days per week to meet client needs. RAICES shall permit Refugee Client Services employees to work remotely when practical and appropriate.

Employees who have documented approval to work remotely, where such approval is separate and apart from direction to work remotely during the COVID health emergency, may continue to work according to those arrangements. Positions that are or will be classified as fully remote shall continue to be remote.

### Section 2. Equipment

RAICES shall provide a laptop and external mouse to all employees. Equipment supplied by RAICES will be maintained by RAICES.

At the employee's request, RAICES shall review whether business needs warrant providing a monitor, keyboard, computer docking station/hub, and/or RAICES-issued cell phone.

Employees who are classified as fully remote shall be given a stipend of \$35 per month as an internet subsidy.

### Section 3. Remote Work Location

RAICES shall specify in all job postings whether the position is remote or location specific. With the exception of those employees working in designated "fully remote" jobs, employees are expected to choose their places of residence such that they are able to meet the requirement to work in person at their assigned locations, consistent with section 1 above. All employees desiring to reside in a state other than that of their assigned location must obtain permission from RAICES. All individuals employed at RAICES at the time of ratification of this contract shall be permitted to continue working from the state in which they reside.

### Section 4. Miscellaneous

**Virtual Meetings:** Turning on video cameras is expected. Employees are expected to keep themselves muted during video or audio conferencing unless they are speaking. Smoking or vaping is not permitted during a virtual meeting. Compliance with the RAICES dress code is required when attending a virtual meeting.

*All proposals subject to withdrawal or  
modification pending conclusion of a final CBA*

**Time worked:** Whether working remotely or at their assigned locations, all employees are expected to accurately record their time using the RAICES time-keeping system.

**Security:** Employees working remotely must comply with all RAICES policies regarding security of client information. Examples include, but are not limited to, password maintenance, discretion when on public networks or when using cellular phones, and locking desks and file cabinets.

**Safety:** Employees are expected to maintain a safe remote work environment and to report all work-related injuries within 24 hours of the incident.

**Suitability:** Employees must choose a remote work location that minimizes distractions and allows for professional interactions with clients and other staff without excessive interruptions.