

Policy Name:	Remote Work
Policy Number:	BSMH-HR-STRP_002
Department:	Human Resources
Functional Area:	Strategic HR Partners
Approved by:	Human Resources Leadership Council
Effective Date:	3/16/2019
Version:	1.0
Policy Status:	Approved

## I. Policy

Bon Secours Mercy Health provides remote work opportunities to associates when remote work is the best option for associates for their safety, patient/resident safety, and continuity of ministry operations and services.

## II. Purpose

- a. We want to ensure BSMH is prepared for emergency situations.
- b. We want to ensure associate, patient, and resident safety.
- c. We want to ensure continuity of operations and services.

## III. Scope

This policy applies to all associates of BSMH.

## IV. Policy Details

- a. BSMH Executive Leadership Council (ELC), group or market leadership, or their designees, in their discretion, have authority to approve a remote work arrangement or discontinue a remote work arrangement at any time for any reason.
- b. Eligibility requirements for an associate to work remotely include, but are not limited to:
  - i. Associate must be able to perform the essential functions of his or her job.
  - ii. Associate must have required Information & Technology (I&T) equipment and capabilities to perform the essential functions of his or her job.
  - iii. Associate must have a phone and high-speed internet at the location where remote work will be performed.
  - iv. Associate must be accessible during his or her regular hours of work.
  - v. Associate must not have primary child or dependent care responsibilities while working remotely.
  - vi. Associate must be in good standing.
- c. ELC, group and market leadership reserve the right to adjust the requirements for eligibility to best meet emergent situational needs.

## V. Definitions

Good-Standing: Having not received a Final Written Warning within the past 12 months.

Remote Working: Capable and equipped to perform the essential functions of a job from a location other than a traditional work location; may be from an associate's home or alternate location.

## VI. Attachments

None.

## VII. Related Policies

Personal Mobile Device Use  
Information & Technology policies  
Travel policy

## VIII. Disclaimers

Nothing in this policy modifies the at-will status of any Bon Secours Mercy Health associate or otherwise creates a contractual relationship between Bon Secours Mercy Health and any associate. Bon Secours Mercy Health, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

In the event that a collective bargaining agreement conflicts with any portion of this policy, such agreement shall supersede only the specific portions with which it conflicts, except where the agreement conflicts with state or federal law.

## IX. Version Control

Version	Date	Description	Prepared By
1.0	3/10/2020	Policy submitted to HRLC	HR Policy Committee