



Date: June 15, 2019

To: Board of Directors

From: Kevin Sved, Chief Executive Officer

Re: Remote Worker Policy

Recommendation

It is recommended that the Board approve Remote Worker Policy for Navigator Schools.

Background

At Navigator Schools, we value relationships and care deeply about being part of a true team. We believe that proximity, in-person communication, and the opportunity to engage face-to-face are important elements of maintaining a high-performing organization. The norm is that everyone works out of one of our schools or support office. However, there may be times that an employee's track record at Navigator combined with the nature of the employee's position justifies working remotely. While working remotely adds complexity to any role, and is never ideal, it is sometimes what is best for the organization.

The attached policy was developed to help ensure transparency, equity and fairness when considering to allow an employee to work remotely. Key components of the policy include:

1. All remote employee statuses will be approved annually by the supervisor, Director of Human Resources, and CEO.
2. It must be determined that the role can be effectively carried out remotely.
3. Compensation will be adjusted to help ensure the arrangement is in the best interests of Navigator Schools.

This policy is based on one provided by Achievement First.

Summary

It is recommended that the Board approve the proposed Remote Worker policy.

Attachment(s)

-Remote Worker Policy

Remote Worker Policy

At Navigator Schools, we value relationships and care deeply about being part of a true team. We believe that proximity, in-person communication, and the opportunity to engage face-to-face are important elements of maintaining a high-performing organization. The norm is that everyone works out of one of our schools or support office. However, there may be times that an employee's track record at Navigator combined with the nature of the employee's position justifies working remotely. While working remotely adds complexity to any role, and is never ideal, it is sometimes what is best for the organization. The intent of this policy is to help ensure transparency, equity and fairness when considering to allow an employee to work remotely.

Defining "Remote"

Employees are designated as remote if their residence is at least 75 miles from the nearest Network Support office, and they work from home due to distance more than 50% of their time. To be clear, working remote is different from working from home instead of going into the office for certain days. The latter is at the supervisor's discretion to approve based on job requirements and performance, and is available to all Support Office employees as the need arises, and should not exceed more than 30% of an individual's annual work calendar.

Approval Process

All remote employee statuses will be approved annually by the supervisor, Director of Human Resources, and CEO. Based on the recommendation of the proposed remote worker's supervisor and Director of Human Resources, the CEO will make a determination that 1) The employee's track record at Navigator is strong, based on performance reviews and 2) The role can be effectively carried out remotely. The supervisor, Director of Human Resources and CEO will determine whether the role can be effectively carried out remotely, with input from outside experts and team members as appropriate. The employee and supervisor must align on the amount of required travel as well as the total budget for travel, with approval from the Director of Business and Finance, and CEO.

Reimbursable Travel Expenses

Only pre-approved travel is guaranteed to be reimbursed. Standard reimbursement policies apply, including:

- All NS employees are expected to plan to travel with the most reasonable carrier and in the best interest of our shared budget.
- Booking as far in advance as possible to help keep costs to a minimum as prices tend to increase closer to the date of travel.
- NS employees are expected to be the best possible steward of Navigator resources by seeking out the lowest rates you can find for suitable flights, lodging, and meals.

Home Work Space Supplies

Remote employees can be reimbursed for consumable resources required for completing work (paper, printer ink, pens/pencils, etc.) NS does not reimburse the cost of internet access or renting a shared work space.

Technology

Our standard technology policy applies to remote workers.

Compensation

Since working remotely adds complexity to any role, and is never ideal, salaries for remote worker will be adjusted to help ensure that the arrangement is in the best interests of Navigator Schools. Costs of living and wages for similar positions in the area of residence will be considered as part of the salary determination. In no

circumstance, will the cost of salaries, benefits and travel total to be greater than the total salaries and benefits if the employee worked on-site.