

Remote Work		
Admin Manual Policy 206.07	Revision: 0	Effective Date: 20 April 2022

A. POLICY

It is the policy of JSA that supervisors may grant employees approval to work remotely when the employee is able to perform assigned job duties and responsibilities at their remote work location while meeting the requirements of this policy. This policy enables many, but not all, JSA employees to work some or all of their time at a location other than the Jefferson Lab campus when mission needs do not require on-site presence.

Principles that govern remote work by JSA employees:

- (a) JSA employees are subject to the same management direction, [JSA's Code of Ethics and Standards of Conduct](#), and all administrative policies while working remotely as when working on-site.
- (b) Remote work does not change salary, benefits, compensation, vacation or other terms of JSA employment.
- (c) With the exception of employees categorized as Virtual staff, all JSA employees must live within commuting distance of Jefferson Lab and agree to work on-site when required by their supervisor.
- (d) Non-Exempt JSA employees on a remote work schedule must have written approval from their supervisor before working any overtime hours.
- (e) All JSA employees working remotely must be immediately available by phone, email, or MS Teams during their scheduled work hours.
- (f) JSA employees may not request, or continue, in a remote work schedule if they have regular and recurring non-work responsibilities such as child or dependent care during their scheduled work hours.
- (g) JSA employees working remotely may not engage in any outside business activity during their scheduled work hours.

Work Location Types

Every full or part time employee of JSA occupies a position having a specific grade level, job description, and organizational assignment. Each position is assigned a Work Location Type reflecting the potential amount of time an employee in that position can work remotely. Work Location Type is based on the duties and responsibilities of the position and not the preference of the employee. No employee will be required to work remotely if they prefer to work on-site.

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The four Work Location Types are:

Work Location Type	Description	Remote Work Agreement	Employee Home Location
Dedicated On-Site	For positions where all of the duties require on-site presence ¹ .	Not Required	Within commuting distance of Jefferson Lab
Flexible On-Site	For positions where most of the duties require on-site presence but some duties can be performed remotely. Employee works on-site at least 60% of the time and has assigned desk space.	Required	Within commuting distance of Jefferson Lab
Remote	For positions where most of the duties can be performed remotely and on-site presence is required occasionally. Employees are on-site less than 60% of the time with no dedicated desk space.	Required	Within commuting distance of Jefferson Lab
Virtual	For positions where all of the duties can be performed remotely, does not require direct supervision of Dedicated On-Site employees, and on-site presence is required infrequently.	Required	States where JSA has a legal basis to employ virtual workers (Attachment 1).

Setting of Work Location Types for each Position

Setting Work Location Type is a supervisor decision based on these factors:

- (a) Mission requirements of Jefferson Lab and the TJNAF M&O Contract.

¹ Dedicated On-Site staff may be authorized to work from home by their supervisor in limited situations such as to complete assigned training or development activities. A Remote Work Agreement is not required when only a few instances of remote work are authorized each year.

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- (b) The nature of the job duties and an employee's ability to perform these duties at a remote location equal to working on-site².
- (c) Responsibilities to supervise, oversee, or interact directly with other employees, subcontractors, Users, visitors, and customers.

When a new position is created, the supervisor will set the Work Location Type in the job requisition. Only Dedicated On-Site, Flexible On-Site, or Remote categories may be set initially. For existing positions (either occupied or vacant), supervisors are responsible for setting Work Location Type according to directions provided with the release of this policy and communicating the Work Location Type designation to their employee(s).

Informing Prospective Employee of the Potential to Work Remotely

Human Resources will include a statement in all job postings to reflect the remote work potential for each open position. These statements are:

Work Location Type	Job Posting Statement
Dedicated On-Site	This position is not eligible for remote work, the employee's work location will be on the Jefferson Lab Campus
Flexible On-Site	This position is eligible for limited remote work, the employee will normally be on the Jefferson Lab Campus.
Remote	This position is eligible for remote work with occasional duty on the Jefferson Lab campus. The employee must live within commuting distance of Jefferson Lab unless special authorization for Virtual work is granted.

Candidates applying for Remote work eligible positions may request authorization for Virtual work. These requests will be evaluated on a case-by-case basis. Virtual work may be approved by the Division Head when the following conditions are met:

- (a) The candidate is applying for a position with skills and experience unlikely to be found within commuting distance of Jefferson Lab.
- (b) All of the duties of the position can be performed remote and on-site presence is required no more than a few times each year.
- (c) The candidate will reside where JSA is a legal employer (see Attachment 1 and refer to [Administration Manual Policy 206.4, Authorized Work Location](#)).
- (d) The position does not directly supervise Dedicated On-Site employees.

Employees authorized for Virtual work are not eligible for relocation.

² This covers all aspects of the work including the employee's ability to meet JSA safety and security standards while working off-site.

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Once 10% of a Division's authorized positions are Virtual, Laboratory Director approval is required for each additional Virtual work position.

When a Virtual work employee is required on-campus, business travel is authorized per the JSA Travel Policy. The home division is responsible for the travel cost.

Requesting a Flexible On-Site or Remote Work Schedule and the Remote Work Agreement

Following notification from the supervisor of an employee's Work Location Type, the employee completes the Remote Work Agreement. Employees in positions with Work Location Type of Flexible On-Site, Remote or Virtual are required to complete the [Remote Work Agreement form](#) to acknowledge the terms, conditions and responsibilities required by this policy. The employee completes and signs a copy of the Remote Work Agreement with a proposed Remote Work Schedule for supervisor review and approval (see Procedure Section of this policy).

For employees in positions with Work Location Type of Flexible On-Site, the Remote Work Schedule must be on-site at least 60% of the time. Employees with Work Location Type of Remote may have a Remote Work Schedule where they are on-site less than 60% of the time.

Requested Remote Work Schedules may be defined by a schedule, by events, or combinations of the two. Examples of acceptable Remote Work Schedules are:

Schedule	<p><i>Example 1 (Work Location Type = Flexible On-Site)</i> On-Site: Monday, Wednesday and Friday Off-Site: Tuesdays and Thursdays</p> <p><i>Example 2 (Work Location Type = Remote)</i> On-Site: At least one day each week to verify project installation progress Off-Site: All other days</p>
Events	<p><i>Example 1 (Work Location Type = Flexible On-Site)</i> On-Site: When scheduled in the MCC for CEBAF operations Off-Site: All other times</p> <p><i>Example 2 (Work Location Type = Remote)</i> On-Site: For project team meetings held at Jefferson Lab Off-Site: All other times</p>

If the requesting employee is a supervisor, it is their responsibility to ensure adequate supervision is provided for employees working on-site while they are working remotely.

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This may include requesting another qualified person to oversee work of on-site employees, as appropriate.

In approving a requested Remote Work Schedule, supervisors must consider the feasibility the employee can perform their duties equally well at the remote location as well as coverage requirements to meet Jefferson Lab schedules, mission objectives, and contract requirements.

Supervisors may not relax Jefferson Lab schedules, mission objectives, or contract requirements to accommodate an employee's Remote Work Schedule. For tasks that can only be accomplished on-site, the supervisor must ensure adequate staff coverage and may need to coordinate the Remote Work Schedules of several employees to ensure required coverage is achieved. Employees requesting remote work schedules are not guaranteed to receive approval for preferred remote workdays due to mission needs for on-site work. In instances where two or more employees request conflicting Remote Work Schedules, the supervisor may consider alternating schedules to achieve coverage requirements.

With the exception of employees with Work Location Type Virtual, all employees on a Remote Work Schedule agree that mission needs may arise that require their presence on-site, even on days when they are scheduled to work remotely. Supervisors will endeavor to provide as much lead time as possible when mission needs require on-site presence.

Employees who are unable to work on-site when required by their supervisor must take an accrued vacation day, or use sick leave if ill. Employees that have a disability and are unable to work on-site when required must request an accommodation under the [Administrative Manual Policy 205.12](#), Reasonable Accommodation.

Employee Home Location

Employees working in positions with Work Location Type Dedicated On-Site, Flexible On-Site, or Remote are required to live within commuting distance of Jefferson Lab and provide, at their own expense, transportation to be available on-site as scheduled or required.

Employees authorized for Virtual work may live anywhere JSA has established a legal basis to be an employer (see Attachment 1).

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Remote Office Requirements

JSA employees requesting a Remote Work Schedule must agree they will maintain, at their own expense³, a remote workspace that meets JSA standards for safe, secure, and effective work. **Employees unable to provide and maintain this capability are not eligible for a Remote Work Schedule.**

The minimum JSA standards for remote workspace are:

- (a) Reliable internet connectivity with sufficient bandwidth to engage in video teleconferencing and access JSA and DOE computer resources⁴.
- (b) An ergonomically sound work environment and suitable furniture. Office Ergonomics Guidelines are found in [ESH Manual, Chapter 6106 Appendix T1](#). The Jefferson Lab Site Occupational Medicine Director is available to provide consultation on remote space ergonomics but will not visit or inspect employee remote workspaces. The Jefferson Lab Site Occupational Medicine Director is available to provide consultation on remote space ergonomics but will not visit or inspect employee remote workspaces.
- (c) Noise control to ensure undisturbed telephone and video conferencing.
- (d) Adequate storage to secure JSA and DOE property, documents, and data.
- (e) Adequate privacy to protect sensitive JSA and DOE discussions.

JSA employees working off-site are authorized to use JSA provided office equipment, such as a laptop computer and peripheral devices to:

- (a) Create, edit, analyze, review, or publish messages, letters, reports, manuals, illustrations, data, and software.
- (b) Interact through on-line meetings or conferences with other staff, customers, collaborators, suppliers, or subcontractors.
- (c) Remotely monitor or control equipment located at the laboratory.
- (d) Undertake training or professional development activities.
- (e) Other tasks consistent with the duties and responsibilities of their job description and this policy.

JSA employees working off-site are only authorized to use tools, machinery, or equipment to design, develop, fabricate, modify, test, or inspect a physical artifact if the work qualifies as Low Hazard (see Definition section of this policy).

JSA employees may not move desks, chairs, lamps, printers, or desktop computers from the Jefferson Lab campus to their remote work location. Duplicate docking

³ Except for Virtual workers in states where compensation is required by law.

⁴ Periodic internet outages beyond the control of the employee are recognized exceptions, during network outages employees should come on-site to complete their work.

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stations, monitors, keyboards, mouse, and headphones for remote use of lab supplied laptops are authorized consistent with our interest that all employees have an ergonomically sound work environment.

JSA employees working off-site are required to report the removal and return of all DOE property and material used off-site and are responsible for safeguarding property and material from loss, damage, or misuse. DOE property may only be used for official business by JSA employees. Return of all DOE property to Jefferson Lab is required before an employee may complete out processing. See [Administrative Manual Policy 302.04, JSA Property Management and Accountability Policy](#), for requirements and procedures.

JSA employees can avoid injury while working remotely through sound ergonomic design of the remote workspace. If a JSA employee believes they have been injured while working remotely, they must immediately report the injury to their supervisor and ESH as required under [Section 4.2 of ESH Manual Chapter 6800, Appendix T2, Injuries and Illness Requiring First Aid or Medical Response](#).

JSA employees working under an approved Remote Work Agreement are covered by JSA's Worker's Compensation insurance for job-related injuries. Consult [Administrative Manual Policy 205.5, Disability and Workers Compensation Programs](#), for reporting requirements and procedures.

JSA is not responsible for injuries to third parties, damage to third parties' property, or damage to the employee's property that may be attributed to employee's action when working remotely. JSA recommends employees working under a Remote Work Agreement ensure their homeowners or renters' insurance covers injuries or loss attendant to remote work.

Protecting JSA and DOE Information

JSA employees requesting a Remote Work Agreement must protect JSA and DOE information while working remotely at the same, if not a greater level of security as when working at Jefferson Lab. This includes network and data access, control of physical data and documents, control of information that might be displayed on a computer screen viewed by non-employees, and discussions that may be overheard by non-employees.

All employees must understand and apply the controls and practices outlined in [Administrative Manual Policy 208.10](#), Computer and Networking Use, and [Administrative Manual Policy 302.07](#), Control of Sensitive Property irrespective of work location.

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To prevent loss of critical data or information, JSA employees working remotely shall save copies of all work products on Jefferson Lab information systems and grant access permission to others as appropriate for the work product.

Employee Expectations and Performance Management

The remote work environment requires additional effort by both employee and supervisor to be equally productive and engaged whether working remote.

JSA employees are required to maintain regular work schedules and be immediately available to their supervisors, colleagues, and subordinates by phone, email, and MS Teams. Contact phone number(s) must be maintained in JLIST and included in employee email signature blocks. Work schedules must be maintained in each employee's Outlook calendar and be accessible to their colleagues. Supervisors are encouraged to develop and share contact information and schedules for everyone in the work group or project and share these with all members to promote collaboration and engagement. Out of office messages must be set when employees are scheduled to be unavailable to reduce wasted time trying to locate unresponsive employees.

Employees are required to participate in video conferences when invited or provide notices to the organizer when they cannot attend. It is a professional courtesy to the meeting organizer, speaker, and other participants that all video conference participants have their cameras on and be engaged in the meeting and discussion.

Employee performance goals and objectives are set annually by the employee and supervisor using the JSA online performance appraisal system. Performance goals and objectives are set in accordance with the SMART (Specific, Measurable, Action Oriented, Relevant, Timely) framework and Human Resources guidance independent of the remote work status of the employee. Goals and objectives are set irrespective of employee work location, performance expectations are the same.

Employees and supervisors must meet often to discuss status of assignments, priorities, and constraints. Employees are obligated to initiate contact with their supervisor if uncertain about assignments or priorities or encountering difficulties that delay or prevent progress.

Supervisors will provide employees regular feedback on performance goals and objectives and work quality and timeliness. Supervisors will also provide regular feedback on employee responsibilities to meet the requirements of the Remote Work Policy with special emphasis on engagement with coworkers, availability during scheduled work hours, routine status reporting, and accurate and timely daily timekeeping. Supervisors will assess employee performance based on results achieved against goals, objectives, and specific assignments rather than simply hours worked.

JSA employees in a Remote or Virtual Work Type designation who are unable to report for work on-site when required by their supervisor must use a vacation day, or use sick

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leave if ill. If an employee on a Remote Work Schedule is unable to meet a supervisor requirement to work on-site for three or more days in a 12-month period, they will be subject to withdrawal of the remote work approval and disciplinary action under [JSA's progressive Corrective Action policy](#).

B. DEFINITIONS

Commuting Distance- Employee home location is close enough to Jefferson Lab to report for work on-site as scheduled or when required by their supervisor. Employees may temporarily reside beyond commuting distance with advance approval from their supervisor.

Dedicated On-Site – A Work Location Type for positions where all of the duties require on-site presence

Flexible On-Site – A Work Location Type for positions where most of the duties require on-site presence but some duties can be performed remote. The Remote Work Schedule must be on-site at least 60% of the time.

Immediately Available – Employees working remotely must respond without delay to phone, email, or MS Teams calls or messages during their regular scheduled hours. Exceptions are when the employee is out on an approved absence, official business travel, or already engaged in another call or event.

On-Site – The Jefferson Lab campus or space leased by JSA.

Off-Site – A location other than the Jefferson Lab campus or space leased by JSA, typically the employee residence.

Low Hazard Work – Work performed off-site that does not use or require:

- Human or animal subjects.
- Radioactive material.
- Chemicals or solvents except single-use pre-packaged cleaning aids are permitted.
- Lead, beryllium, nano-materials, or any activity that generates hazardous waste.
- Lasers class 2 or above.
- RF generating devices or other sources of non-ionizing radiation.
- Compressed gases.
- Any tool that requires hearing protection or forced ventilation.
- Hot work except the use of UL approved soldering irons (lead free solder only) and heat guns is permitted.
- Electrical work except Class I, Mode 1 or Class I Mode 2 is permitted if exposed electrical connections are <50V AC or DC.

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- Lifting of any object >25 lbs.
- Work at heights >4 ft.

Remote – A Work Location Type for positions where most of the duties can be performed remote and on-site presence is required occasionally. Employees are on-site less than 60% of the time.

Remote Work Agreement – A written agreement between employee and supervisor describing when the employee will work on and off-site and employee acceptance of the responsibilities that come with working off-site.

Remote Work Schedule – A written understanding between employee and supervisor, captured in the Remote Work Agreement, describing when the employee will work on-site and when they will work remote. Remote Work Schedules may be defined by a schedule, by events, or combinations of the two.

Virtual – A Work Location Type for positions where all of the duties can be performed remote, does not require direct supervision of others, and on-site presence is required infrequently.

Work Location Type - Every full or part time position is assigned a Work Location Type to reflect the *potential* amount of time an employee in that position can work remotely. Work Location Type is based on the duties and responsibilities of the position and not the preference of the employee occupying the position.

C.REFERENCES

- (1) Alternate Work Schedule (AWS), Admin Manual Policy 206.02
- (2) Authorized Work Location, Admin Manual Policy 206.04 (C)
- (3) Corrective Action, Admin Manual Policy 208.02
- (4) Disability and Workers' Compensation Programs, Admin Manual Policy
- (5) JSA Code of Ethics and Standards of Conduct, Admin Manual Policy
- (6) Use of Lab Property for Remote Work, Admin Manual Policy 302.1
- (7) Property Management and Accountability Policy, Admin Manual Policy 302.04

D.RESPONSIBILITIES

The following table summarizes the delegation of responsibilities under this policy. A full description of the participant responsibilities is described in the Procedure section of this policy.

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Division	Participant	Initiate	Review	Approve	Monitor	Policy Owner
All	Division Head	X(1)				
Any	Employee	X				
Any	Supervisor		X	X	X	
HR	Division Head				X	X
CFO	Payroll				X	

(1) Provides division wide guidance for supervisors on mission requirements and priorities to assist supervisors and employees set Remote Work Schedules.

E. PROCEDURE

- Division Heads** shall provide guidance for all supervisors in their divisions describing lab and division priorities so that employees and supervisors can develop and maintain Remote Work Schedules that balance employee work location and schedule flexibility with mission priorities.
- Following notification from the **Supervisor** of an employee's Work Location Type, the **Employee** completes the [Remote Work Agreement](#). In completing the agreement, the employee includes:
 - The requested schedule, including when the employee would expect to work on-site and work off-site. This may be defined in terms of a fixed schedule or be task, project, or event driven.
 - The physical location where the employee will work off-site.
 - A review and signature of the agreement to confirm they understand their responsibilities under this policy.

Employees who prefer to work Dedicated On-site, even if their work location type has been designated in another category, have the option to do so. If electing to work Dedicated On-Site, no Remote Work Agreement is necessary.
- The **Supervisor** shall review each Remote Work Agreement and, if required, will meet with the **Employee** to clarify or revise the request to align with work group priorities. In approving the Remote Work Agreement, the Supervisor confirms the (1) the employee is qualified and adequately equipped to accomplish the proposed work off-site; (2) the employee and supervisor have a plan for periodic review of work assignments, accomplishments, schedules, and resources; and, (3) the employee understands their responsibilities under this policy. Upon **Supervisor** approval, the **Employee** is notified via email with copies to the **Division Head, HR Director, and Payroll Office**. These offices monitor agreements and engage supervisors directly if they see Remote Work Agreements that appear contrary to JSA policy.
- In the event a Remote Work Agreement is not approved, the **Supervisor** is responsible for notifying the **Employee** and providing a basis for denial. This is captured on the Remote Work Agreement form and routing notification goes to the **Employee, Division Head, and HR Director**.

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Process Owner:	Rhonda Barbosa	Date: 20 April 2022
Approved By:	Director's Council	Date: 20 April 2022

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Attachment 1 – States Where JSA is Authorized to have employees as Virtual Workers.
This only applies to exempt full time employees.

Virginia
Alabama
Arizona
California
Washington DC
Florida
Illinois
Kentucky
Louisiana
Maryland
Massachusetts
Michigan
Mississippi
New Jersey
New Mexico
New York
North Carolina
Pennsylvania
Tennessee
Texas
Washington