
Temporary Employee Remote Work Policy

Sevenstep and its subcontractors allow for remote work, for temporary assignments in those situations when both the assigned employee and the job, including client requirements, are suited to such an arrangement. Remote work may be appropriate for some employees, jobs and clients but not for others depending on the circumstances. Remote work is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Sevenstep subcontractors within the MSP program.

Eligibility

Before entering into any remote work agreement, the employee, Sevenstep and the Sevenstep subcontractor with the assistance of the client, will evaluate the suitability of such an agreement, reviewing the following areas:

The employee, assignment supervisor and Sevenstep will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement, and if the employee has the needed level of job experience and performance to be effective in a remote role.

Additionally, there will be a review of:

- Needed equipment, information security requirements, remote workspace design considerations and any scheduling issues.
- Duration and parameters of the remote work arrangement.
- Tax and other legal implications. The employee and the Sevenstep sub-contractor must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee and the Sevenstep sub-contractor.

If all parties agree, a remote work agreement will be prepared and signed by the employee and Sevenstep or the Sevenstep subcontractor management, to ensure a mutual understanding on the particulars of the arrangement. The employee will be provided with, and required to adhere to, the client's telework policy and specific telework agreement. Then, a trial period and start of the remote work will be determined.

Performance assessment and customer satisfaction during the trial period will include regular communication between the employee and the assignment supervisor and Sevenstep and the subcontractor staff, to discuss work progress and problems. The right level of communication between the employee and supervisor will be agreed to as part of the planning process.

Any remote work arrangement would be subject to the terms of the applicable Statewide Contract and/or corresponding client policies concerning telework. Nothing in this policy supersedes any agreement between Sevenstep and the client.

Procedures

All remote working arrangements are initially made on a trial basis for an agreed upon period and may be discontinued any time at the request of either the employee or the client. Every effort will be made to provide advance notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

Equipment

On a case-by-case basis, Sevenstep will determine, with information supplied by the employee and the assignment supervisor, the appropriate equipment needs (including hardware, software, internet access, phone and data lines and other needed office equipment) for each remote work arrangement. Equipment supplied by the client will be maintained by the client. Equipment supplied by the employee, will be maintained by the employee. Neither Sevenstep, the subcontractor nor the client accept responsibility for damage or repairs to employee-owned equipment. Sevenstep and the client reserve the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the client is to be used for business purposes only. It is recommended that the client have the employee sign an inventory of all client property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all client property will be returned to the client.

Security

Consistent with the client's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of propriety client and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Client may have additional polices (i.e. Commonwealth Enterprise IT Security Policies and Standards) that may apply and that this section is not necessarily exhaustive with respect to security obligations.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telework is not a replacement for dependent care. Employees shall decide to have care of dependent children or elders as if they were reporting to the office. Although an individual employee's schedule may be modified with agreement of the client to accommodate child or elder care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Temporary Employee Remote Work Agreement

Describe how confidentiality of data (if applicable) will be maintained. All data must be handled in compliance with MA Data Security Regulations.

Type here.

Client equipment/resources provided for remote work (if any).

Type here.

Dates of trial period/duration of remote work arrangement.

Type here.

Personal equipment being used for remote work.

Type here.

Internet access information.

Type here.

Work Environment

The work environment must be free from any distractions such as caring for children, eldercare, or pets to maintain the professionalism required of the position.

Safety

The alternate work location must be free from hazards that could cause physical harm and the employee agrees to maintain safe working conditions in the off-site workspace. The company may choose to inspect the offsite location with prior notice given to the employees.

Client Equipment

When client provides employee with hardware software, and/or network connectivity (such as a secure virtual private network) (jointly referred to as "client provided resources) to perform services remotely for resources approved by the client for remote work:

- Client shall ensure that any such client provided resources meet necessary security obligations and measures.
- Employee shall be responsible for adhering to the Commonwealth's Enterprise IT Security Policies and Standards, specifically sections: IS.002 (acceptable use); IS.003 (access management); IS.004 (asset management); and IS.006 (communication and network security).
- Sevenstep or its subcontractors will instruct employees to use the laptop for work purposes only.
- Sevenstep or its subcontractors will instruct employees to use proper safety and security protocol.
- Sevenstep or its subcontractors will instruct employees to maintain proper care and possession of any client provided resources at all times.
- Sevenstep or its subcontractors agree to return any client provided resources in working condition upon request.
- Sevenstep or its subcontractors will instruct employees to immediately report any issues with condition or if lost or stolen.
- Any use of personal device(s) requires prior approval from client, and if approved, employee shall be responsible for ensuring that such meet necessary security obligations and measures.

Comments:

Employee Signature

Sevenstep (or subcontractor) Signature

SEVENSTEP

Sevenstep Subcontractors may include:

ACE Employment Services
Advans IT Services, Inc.
Alten Calsoft Labs
Bethel Group, LLC
Bucher & Christian Consulting
Cleary Consultants, Inc.
Complete Staffing Solutions
Contemporaries, Inc.
CQ Personnel, Inc. d/b/a: Back Bay Staffing Group
DB Healthcare, Inc.
Diskriter
Dutech Systems, Inc.
Hire Partnership, LLC
Infojini
Johnson & Hills
IT Mantra, LLC
KNF&T, Inc.
The Panther Group, Inc.
Preferred Staffing & Recruiting
Professional Staffing Group (PSG)
Resource Connection
Resource Logistics
SAVE DD, LLC
Sigma Systems
Stafforward
United Personnel Services, Inc.
Vajrasoft

Sevenstep reserves the right to terminate or amend the remote work arrangement at any time.