



SUBJECT:	Employees Working at Home or Taking Work Home
POLICY NO:	IX:08
APPLICABLE TO:	All Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) considers occasional and/or intermittent working from home to be an option in some cases where individual, job and supervisor characteristics are amenable to such an arrangement. These arrangements may be appropriate for some employees and some jobs, but it is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with the HHRI.

In these situations, work performed away from the premises or job site must be authorized by the employee's immediate supervisor/manager prior to work being performed off-site.

This policy is for intermittent work from home. Reference HR Policy IX:22 Telecommuting if primary work location is other than HHRI offices.

Due to the Fair Labor Standards Act, **all non-exempt employees must obtain PRIOR APPROVAL before any work may be performed from home.** Non-Exempt (i.e. individuals are eligible for overtime) employees who take work home will be paid straight time on any hours worked up to 40 hours/workweek and one and one-half times their hourly salary for hours worked over 40/workweek. Approval may be subject to the terms and conditions of grant sponsors that often prohibit overtime or require prior written approval from the sponsor.

II. PROCEDURE:

- A. Non-exempt employees must have prior approval before taking work home. Management should understand fully what work the non-exempt employee will actually be expected to perform at home, know the approximate number of hours it will take the employee to perform, and ensure this time is accurately documented on an employee's online timesheet.
- B. The employee must assume the responsibility for all work taken off the premises. All HHRI work taken home must be kept confidential and use of encrypted hardware is required for digital security.
- C. Management may find it necessary in some instances to put the work instructions in writing to assure all parties are fully aware of expectations.