



POLICY SUBJECT: Work from Home
REVISION: 6
DATE: November 30, 2020

PURPOSE:

Lee Kennedy Company considers Work From Home (WFH) to be a viable, flexible, work option when both the employee and the job are suited to such an arrangement. We are in the business of construction and as builders, not all jobs can be performed effectively remotely; however, for those that are suited for such arrangements, we have outlined expectations and guidelines for working outside the office.

OBJECTIVE:

The purpose of this policy is to describe the types of flexible work arrangements that may be available to certain employees, the process for evaluating a request for a flexible work arrangement, and the approval process for such a request.

WFH is a beneficial arrangement and it in no way changes the terms and conditions of employment with Lee Kennedy Company. Regular evaluation of WFH performance will be discussed and at any point may be adjusted or terminated. The Director of People & Culture/HR are responsible for administrating and monitoring the effectiveness of the program.

ELIGIBILITY:

Eligibility for one day a week WFH, which can be extended based on employee need.

Eligibility Considerations

Employee is:

- Effective at working independently for extended periods.
- Communicates information fully and timely with leadership, coworkers and clients.
- Employee has no recent or pending corrective or disciplinary actions.
- Employee's role does not require them to be on site, directly supervising subcontractors or LKCo staff for continuous periods.

Tenure

- Current employees are not eligible until they have been employed for a minimum of *6 months* of continuous, regular employment and must have a solid performance record.
- Temporary employees and interns/Co-Ops are not eligible to participate.

Arrangement Expectations

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working in the office.



- The work week for all full-time regular employees remains Monday through Friday, with employees scheduled to work at least 8 hours a day.
- Employees must be available to their supervisors and co-workers during core work hours. Core working hours are between the hours of 7:00AM and 5:00PM each day.
- Employees must be available to attend scheduled in person meetings as needed.

RESOURCES:

Manager and employee should discuss relevant expectations and norms around Working from Home.

- [WFH Quick Start Guides:](#)

SIGN-UP PROCESS:

Request Process Steps

WFH arrangements are approved by supervisors on a case-by-case basis. Working from Home may not be feasible within some departments or for certain positions within a department. Employees interested in WFH arrangements should:

1. Review this policy
2. Discuss the matter with their supervisor
3. Complete the WFH agreement form, which can be accessed under Employee Handbook > Policies & Procedures (Dashboard)

Responsibilities

The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a Work from Home arrangement.

- Equipment needs, workspace design considerations, and scheduling issues
 - Must have access to internet, secure wi-fi, and remote systems the role requires.
 - Employees are responsible for equipping and maintaining their home office space which would include office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense. Laptops will be provided by LKCO.
- Tax and other legal implications: the employee 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.

Conditions of Support

- Lee Kennedy is committed to establishing a supportive structure around Working from Home.
- We focus on maintaining equity, not equality, among employees.
- WFH will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.
- Final point of consideration for all: No matter where you work, employees are always responsible for their own performance and will be held accountable for their work.