



**HomeCentris**  
**HEALTHCARE**  

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HOME-CENTRIC HEALTHCARE STRATEGIES

## Work from Home Benefit

# WORK FROM HOME BENEFIT : PROGRAM GOALS

- Acknowledge the changing, competitive workforce environment,
- Provide the same level of support to our clients, patients, referral sources, and field staff,
- Allow the company to function at the same level as an in-office model,
- Comply with health care regulations requiring physically staffed office hours,
- Do not place any excess burden on staff physically in the office,
- Is uniform and evenly enforced throughout the company,
- Is fair and equitable to all office staff.

# PROGRAM FRAMEWORK: PAGE 1

- The WFH benefit will be one day per week, for all full-time (30+ hrs) office employees
- Employees elect WFH annually during open enrollment. No changes during the year.
- Supervisors and Employees shall agree on WFH schedules before WFH begins
- WFH schedules will be permanent, repeating schedules, not as-needed schedules.
- Schedules will be published so all co-workers know WFH staff locations.

# PROGRAM FRAMEWORK: PAGE 3

- WFH is a Benefit. Like all benefits, there is a cost to both the employer and employee. If you elect this benefit, you will contribute as follows:
  - Electing WFH = Loss of Floating Holiday
  - Electing WFO = Extra Floating Holiday
  - Floating Holidays will be administered on a calendar year (not benefits year) basis.
- Technology Requirements:
  - WFH Employees will use the company's encrypted workstations and transport them home on WFH days. Employees may not use unencrypted home computers under any circumstances.
  - All ancillary devices such as monitors, keyboards, cameras, mice, etc. will be at employee's expense.
  - Due to HIPAA regulations, employees will not print anything at home.
  - Employees shall have 3CX active on their mobile devices and launch Microsoft Teams Messenger at all times when working at home.

## PROGRAM FRAMEWORK: PAGE 4

- WFH can be revoked by manager at any time based on productivity and/or performance.
- HomeCentris employees may not work from home in their first 90 days
- If an employee's WFH day falls on a holiday, inclement weather or other emergency, no makeup days are allowed.
- If you are home for more than your WFH day, you will use PTO or take an unpaid day if PTO is not available.