

DRP FLEXIBLE WORK POLICY

Effective April 4, 2022

DRP is committed to flexible work arrangements for staff. All staff will be permitted a telework arrangement to the maximum extent permitted under our grants and contracts. However, each staff person may have job duties that require them to be physically present in a DRP office on a partial or an ad hoc basis, including meetings, trainings, some administrative tasks, and other work-related activities determined by your manager to be essential. In addition, staff who are teleworking may also be required to engage in work outside of their home, including but not limited to presentations, meetings, client visits, court appearances, monitoring, investigations, and rep payee reviews. We understand that each employee's needs and situation will be different and encourage staff to talk with their manager about any specific concerns or questions.

With increased flexibility comes an increased focus on work performance so that we ensure we are meeting the needs of our clients, our mission as an organization, and our requirements as a P&A. DRP will be implementing a new performance evaluation system in this fiscal year to ensure that all staff are meeting expectations and to foster professional development.

Employees teleworking will be required to fulfill their job responsibilities, including live intake shifts; communicating with clients and other stakeholders at times that are convenient for clients/stakeholders; conducting in-person and remote investigations, monitoring, outreach and trainings; participating in court and other litigation-related activities; attending in-person and remote meetings and trainings; greeting visitors; and managing the mail, office supplies and other in-office job responsibilities. Staff must respond in a timely manner to clients, colleagues, managers, and other stakeholders and must be available to address unexpected client or organizational needs in-person and during regular business hours as needed.

Employees who are not working during regular business hours must post in the SharePoint calendar when they will be out of office or offline during those hours. Staff must utilize leave time or work during hours outside of the workday to meet payroll requirements. Employees who are unsure as

to whether telework or working outside of regular business hours is appropriate given their job duties should consult with their manager.

Consistent with the organization's expectations of information security for employees working at the office, employees who telework will be expected to ensure the protection of confidential information accessible from their home offices. Consult with your manager to determine any specific security requirements under DRP federal grants or contracts.

DRP policies, including those regarding paid time off, document retention, travel, and confidentiality, apply while employees are teleworking.

Employees who are unsure about whether a policy applies to telework should consult with their manager.

Employees who telework 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.

Impact of Flexible Work on other DRP Policies

Previously-designated Remote Staff: Some DRP staff were designated as remote staff prior to the pandemic, and those employees will retain that designation. Those staff were provided internet, phone, and supplies to enable them to work from home as their only office location. Those staff will continue to receive those services and supplies from DRP as before the pandemic. Similarly, when those previously-designated remote staff were required to travel to one of the DRP offices for business, they were entitled to mileage, parking, and other travel-related reimbursement associated with traveling to the office. DRP will continue to reimburse those staff on the same basis as before the pandemic.

Mobile Phones and Internet: Some DRP staff have been and will be issued a mobile phone as a requirement of their grant or contract, for example, the Rep Payee and WIPA staff. DRP will continue to provide mobile phones to those staff as was done prior to implementation of this policy.

DRP will pay staff (except for staff with pre-COVID agreements for any payment toward phone and internet services) \$15 per pay period to contribute toward the cost of personal mobile phones and/or home internet used by staff to carry out DRP work.

Transit and Travel Reimbursement:

Except for staff who were designated as remote staff prior to the pandemic, as noted above, staff are associated with a physical office location for purposes of travel reimbursement, even if taking advantage of DRP's flexible telework policy. Thus, as before the pandemic, costs incurred related to travel into a staff's associated office are considered commuting costs and cannot be reimbursed. If a staff is associated with the Philadelphia office, travel, mileage, parking and/or meals will not be reimbursed for travel into the Philadelphia office. However, if that staff needs to travel to the Harrisburg or Pittsburgh office, that travel, mileage, parking, and/or meals are reimbursable.

Staff associated with an office are eligible for the DRP transit benefit to cover their commuting time to the office. We are increasing the transit benefit up to the IRS limit, which is up to \$270 per month. Staff associated with an office are also eligible for a parking benefit to park at a transit center when taking public transportation up to the IRS limit of \$270 per month. Staff are eligible for a level of benefit commensurate with the costs they reasonably predict they will incur using public transportation and related parking in the coming quarter. As there are different transit systems operating in different regions of the state, we will provide instructions and training on how staff can apply for and quarterly verify their eligibility for this transit benefit separately.