

National Ministries Building Re-Entry Protocols Update

August 23, 2021

Added a recommendation for fully vaccinated people who have come into close contact with someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

National Ministries Building Re-Entry Protocols Update

August 6, 2021

The plans to reopen the building for full use and to permit travel are on indefinite hold.

The UCC National Ministries will continue to operate under the current protocols.

Entry into the building is only for essential tasks and only with the permission of the officer overseeing your ministry. All who enter must take their temperature before leaving home; must complete the survey and submit it to HR; must mask in all public spaces.

Travel can be permitted only with direct permission from the Elected Officer overseeing your ministry area.

As we are also preparing for a move, accessing the building to retrieve personal items and/or any tasks requiring your presence in the building as communicated by the inventory working group will be deemed an example of essential tasks.

The Delta virus has become a real threat – even to vaccinated individuals. We are taking every caution under these changing circumstances to protect and preserve the health of our workers in our work place.

Thank you for your patience and understanding. If and when anything changes, we will let you know.

Rev. Dr. John C. Dorhauer
General Minister and President



UNITED CHURCH
OF CHRIST

National Ministries Building Re-Entry Protocols



A Message from the Senior Leadership Team:

As challenging as this time has been, each of you has continued to show up with excellence. Each of you has made whatever adjustments necessary to care for yourselves and your families well, and still get the work done. You've never stopped dreaming, never stopped serving, never stopped showing up for one another, the national ministries, and all of our churches and partners in ministry. We are incredibly proud of each of you and deeply grateful for the many ways you've made this remote reality work for all of us.

Please remember there are services available to all of us to help balance the physical, emotional, and spiritual pressures of this time. Your wellness matters most to us.

Meanwhile, we just wanted to honor your perseverance, and let you know this season of precaution has remained purposeful, in spite of it all, because of you.

Gracious God,

We honor your presence with us even when we cannot be with one another. We thank you for sustaining us even as we grieve the many who are no longer here. We have been reminded that who we are together is not defined by our location, but by our embodiment of you. Continue to order our steps as we move forward into what shall be.

Amen

Sincerely,
The Senior Leadership Team

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Return to Work Safety First Guide

Our Flexibility Philosophy

The COVID-19 pandemic has made remote work arrangements popular, and due to innovative technology, we learned that employees are able to maintain productivity from their home offices. A survey conducted last spring revealed that 84% of our employees could imagine continued work from home in some hybrid form. As a result of this important feedback from employees, the Senior Leadership Team instituted a flexible work policy designed to promote business continuity, safety and wellbeing, and work/life balance for our employees.

In August of 2020, team leaders engaged their direct reports around new flexible work classifications as outlined in the chart below and employees were asked to identify their preferences.

Office Full-Time	Employees who work full or part-time at the 700 Prospect building or the DC office
Deployed	Employees assigned to work from various home-based cities across the country. NOTE: Relocation expenses associated with a reclassification to deployed will be at the expense of the reclassified employee
Remote	Employees in Greater Cleveland or DC who work from home with regulated occasional office interaction
Hybrid	Greater Cleveland-based or DC employees whose regular work schedule includes predetermined days at home and at the office during the course of a work week

About half of the staff will return to the office either full time or hybrid. We expect to begin with these employee preferences in place effective August 2, 2021 with an ongoing evaluation process taking place.

Vaccine Considerations

The National Ministries will take a freedom of choice approach to the vaccine and not mandate that employees receive the vaccine as a condition of being permitted in the building, or as a condition needing to be met before travel for business. However, employees must comply with the building safety protocols which mandate the wearing of masks while in the building, the practice of social distancing, and frequent hand hygiene.

- Flexible schedules and time away from work in order to obtain the vaccine will be offered. Time away from work must be cleared with a supervisor.
- Employees needing an accommodation will be handled on a case-by-case basis.
- Employees may earn reward points through the UCC's wellness program for receiving the COVID-19 vaccine. For more information, visit: <https://members.healthadvocate.com/>



Building Space and Layout Changes

Due to building safety requirements, the office will look different upon return. Cubicles may be spread further apart than usual. You will notice division tape throughout the building to mark the appropriate distance for standing and congregating. Chairs in conference rooms have either been removed or taped off to denote appropriate physical distancing. Plexiglass barriers and distancing markers are in place where necessary throughout the building. Signage is also in place to denote important safety reminders (e.g., stay home when sick, only one rider per elevator, etc.).

Social Customs

To honor the physical distancing protocols, we welcome non-contact greetings in the workplace as per the Ohio Department of Health's guidelines for a safe workplace.

Food and Snacks in the Building

Complimentary coffee and tea will be available as usual.

- Avoid buffet style food options
- Single-use options, condiments, dressings, plates and utensils are to be used
- Limit access to the kitchen space to one employee at a time
- Each employee should sanitize all touched services after use

Meetings and Gatherings

As long as COVID infections are declining, we can anticipate the return of large gatherings in the first quarter of 2022. We will continue to evaluate and communicate additional information as it is available. Exceptions to this policy may be approved by an elected officer. At this time, the general message is that gathering in large groups should be avoided, and please continue to make virtual meeting plans through the end of this year. Team Leaders may hold in-person staff meetings and small gatherings of no more than ten as long as all safety protocols are followed.

Business Travel During COVID-19

As we make plans to remove the restrictions on travel, the following policy is in place to reduce the spread of COVID-19 infections. All staff are expected to adhere to this policy when traveling on business and to be aware of changes to this policy as CDC guidance evolves. **Please note that at this time travel to Cleveland and other locations for business is still restricted unless an elected officer has authorized an exception.** Exceptions require thoughtful review by the officer, and the staff person making the request, to determine if travel is essential. We anticipate reinstating domestic business travel beginning September 6, 2021 under the conditions outlined in these Building Safety Protocols. Note: if numbers begin to rise again, as they are in some locations, the employer reserves the right to halt travel. International travel will continue to be restricted through the end of this year and until further notice. While the National Ministries is not mandating vaccination for our staff, individual vaccination status may require that pre- and post-travel precautions be considered before booking any travel. Failure to prepare for and take these precautions will be a violation of this policy.

General Precautions

Under order from the CDC, all travelers are required to wear a mask on all planes, buses, trains and other forms of public transportation when traveling into, within or out of the United States and in U.S. transportation hubs, such as airports and stations. This includes individuals who are fully vaccinated. The National Ministries also follows CDC guidance in expecting employees to avoid crowds, stay at least 6 feet from others, wash hands often and self-monitor for signs of illness while traveling.

Fully Vaccinated Status

Individuals are considered fully vaccinated:

- Two weeks after receiving their second dose in a two-dose series, such as the Pfizer or Moderna vaccines.
- OR two weeks after receiving a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you do not meet either of these requirements, you are not fully vaccinated.

Pre- and Post-Travel Testing & Quarantine Requirements

In keeping with our reliance on CDC guidance to ensure the safety of our staff,

please adhere to the following COVID-19 precautions relative to your vaccination status:

Fully Vaccinated, Domestic Travel (within the United States or to a U.S. territory)

- Employees do not need to take a COVID-19 test before or after domestic travel unless testing is required by local, state or territorial health authorities.
- Employees do not need to self-quarantine following domestic travel.

Fully Vaccinated, International Travel

- Employees will need approval from their elected officer before booking international travel.
- Employees do not need to get tested before leaving the United States unless required by the destination country. Employees must determine such requirements before travel.
- If tests are required by the airline, destination country, or host for that travel, the test is considered a reimbursable expense to the extent not available cost-free under the health insurance plan.
- Employees do not need to self-quarantine in the United States following international travel.
- Some destinations may require travelers to quarantine upon arrival, which would likely make short-term travel to that destination unnecessary. Employees must determine and evaluate such requirements before booking travel.
- Employees coming to the United States from abroad are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before boarding a flight to the United States. Make sure you will be able to get tested at your destination before returning to the United States. Keep a copy of your test result with you during travel in case you are asked for it. Check and follow destination testing requirements—specific types of tests may be required.
- Employees arriving in the United States must take a COVID-19 test three to five days after travel regardless of vaccination status.

Unvaccinated, Domestic Travel (within the United States or to a U.S. territory)

- Employees must take a COVID-19 test one to three days before travel. A negative test result is required before travel may commence.
- Employees may either:
 - Take a COVID-19 test three to five days after travel **and** self-quarantine for seven days.
 - OR not test for COVID-19 and quarantine for 10 days.

Unvaccinated, International Travel

As the CDC recommends that unvaccinated individuals do not travel internationally at this time, employees in this vaccination status will need special approval from their elected officer before booking travel.

- Employees must take a COVID-19 test one to three days before travel. A negative test result is required before travel may commence.
- Employees may either:
 - Take a COVID-19 test three to five days after travel **and** self-quarantine for 7 days.
 - OR not test for COVID-19 and quarantine for 10 days.
- Some destinations may require travelers to quarantine upon arrival, which would likely make short-term travel to that destination unnecessary. Employees must determine and evaluate such requirements before booking travel.
- Employees coming to the United States from abroad are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before boarding a flight to the United States. Make sure you will be able to get tested at your destination before your return to the United States. Keep a copy of your test result with you during travel in case you are asked for it. Check and follow destination testing requirements—specific types of tests may be required.
- Employees arriving in the United States must take a COVID-19 test three to five days after travel regardless of vaccination status.

A Positive Test Result/Developing Symptoms

If employees test positive for or develop symptoms of COVID-19 before, during or directly after travel, they must isolate and follow public health recommendations. Employees should not travel and must contact the Director of Human Resources as soon as possible for further guidance.

During Isolation/Recovery

Any employee isolating after testing positive for COVID-19 or recovering from COVID-19 symptoms will be eligible for COVID sick time. Full-time employees may receive a one-time allotment up to 75 hours of sick leave, and part-time employees are eligible for the number of hours of leave that the employee works on

average over a two-week period. This sick pay does not carry over into the new year if unused. COVID sick time is managed by Human Resources, so please contact HR to request COVID sick time.

Resources

International: [CDC COVID-19 Travel Recommendations by Destination](#)

Domestic: [CDC Travel Planner](#)

Please contact HR with any questions you may have.

Visitor Protocols

There will be limitations on visitors to the building through the end of 2021. Employees should host virtual meetings with visitors in lieu of in-person meetings. Exceptions may be made with the express permission of an elected officer. HR must be notified so that the building protocols may be sent to visitors prior to building entry. Visitors must adhere to the established building protocols while in the building.

Building tours will be postponed and rescheduled when conditions are more favorable. Delivery personnel coming into the building such as UPS, FedEx, USPS personnel will be required to wear face masks and follow all safety protocols while in the building.



Parking

Parking will be re-established for employees returning to full-time in the office or hybrid. Below are the rates for the two UCC contracted parking garages.

Employees who elect daily parking options may choose to park at any downtown garage or surfaced lot.

Gateway – 650 Huron Road, Cleveland, Ohio 44115

\$80 per month/\$40 per pay

\$5 per day if in before 9:00am

\$7 daily maximum (Excluding Event Days)

\$7 lost ticket rate (Excluding Event Days)

Hours of operation

Monday – Friday 5:00am – 11:00pm (Excluding Event Days)

No weekends

On event nights, monthly parkers will need to exit the garage by 5:30pm. Daily parkers will be subject to the event parking rate as posted at the garage entrance.

Prospect – 645 Prospect Ave E. Cleveland, Ohio 44115

\$145 per month/\$72.50 per pay

\$3.50 every 15 min.

\$7 per day before 9:00am out by 6:00pm

\$14 per day after 9:00am

\$14 daily max (Excluding Event Days)

\$25 lost ticket charge

Employees who exit the garage after 6:00pm will be charged the additional \$3.50 rate for every 15 minutes, not to exceed the daily max of \$14.

On event days, daily parkers will be subject to the event parking rate as posted at the garage entrance.

Hours of operation

Open 24/7.

Parking/Transportation benefit enrollment

Employees may elect to offset their parking or commute by transit or bus by enrolling in the pre-tax transportation benefits plan.

Employees who wish to have funds available by the 1st of August should submit their enrollment form in June so that they can start accumulating funds during the month of July. This will allow the funds to be available immediately upon returning to the office. It is advised that employees review their accounts on the Vantage Flex portal to check for a remaining balance from the previous year and take that into consideration when electing future contributions. The funds elected for parking/transit reimbursement will be added to a Vantage Flex debit card for employees.

Parking Garage Monthly Pass:

Employees who elect to park with a monthly parking pass for the garages should designate this contribution by July 1st. Employees who were previously enrolled in this option and wish to re-enroll will have their parking passes re-activated for use. New employees who select this option will be assigned a parking pass upon enrollment. The monthly parking pass election is not recommended for employees who are on a hybrid schedule.

Employees should return their monthly parking passes to HR for the Prospect Garage. Anyone in possession of a Gateway monthly pass should plan to return the pass directly to the garage attendant.

[Click here](#) to access the Vantage Flex transportation benefit form to make new elections to your plan.

Please contact humanresources@ucc.org with questions about how to elect any of the above benefits with Vantage Flex.

[Return to Work Preparation](#)

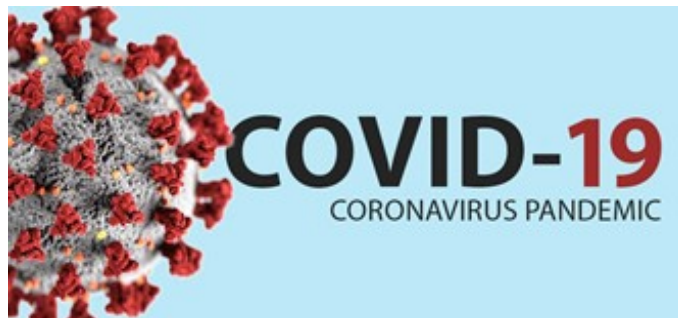
Prior to returning to the building, employees were asked to attend an information session to review telework and building re-entry protocols. These information sessions also included a discussion with a clinician regarding stress management.

To view the resources from the clinician presentation, please click [here](#).

[Occupational Nurse Workshops](#)

An occupational nurse will be available to offer optional COVID-19 workshops during the month of August on the following topics:

- The effectiveness of the three vaccines available
- What happens to your body when you contract COVID?
- Long-haul symptoms
- The Employee Assistance Program is also available to support staff and their dependents on these topics. Contact Ease@Work: (800) 521-3273



Vaccine Information from the CDC

Key Things to Know:

- As per the CDC, COVID-19 vaccines are safe and effective.
- Side effects are normal after vaccination.
- It typically takes two weeks for the body to build immunity against the virus that causes COVID-19 once fully vaccinated.
- Vaccines are widely available.
- COVID-19 vaccination will be an important tool to help stop the pandemic
- Wearing masks and staying 6 feet apart from others help reduce exposure to the virus or spreading it to others, but these measures are not enough.
- Vaccines will work with your immune system so it will be ready to fight the virus if you are exposed.
- A growing body of evidence suggests that fully vaccinated people are less likely to be infected without showing symptoms (called an asymptomatic infection) and potentially less likely to spread the virus that causes COVID-19 to others.
- Stopping a pandemic requires using all the tools available. As experts learn more about how COVID-19 vaccination help reduce the spread of the virus that causes COVID-19, the CDC will continue to update its recommendations to protect communities using the latest science.
- The COVID-19 vaccines do not contain the live virus that causes COVID-19, so a COVID-19 vaccine cannot make you sick with COVID-19.



Identifying COVID-19

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-10 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

If you have these symptoms, it is integral to consult a physician immediately and arrange to be tested.

Testing for COVID-19

The following advice regarding testing comes directly from the Center for Disease Control and Prevention:

Employees should consider being tested for COVID-19 if:

- Showing symptoms of COVID-19.
- Within 6 feet for a total of 15 minutes or more over a 24-hour period with someone with confirmed COVID-19.
- People who have taken part in activities that put them at higher risk for COVID-19 because they cannot physically distance as needed to avoid exposure, such as travel, attending large social or mass gatherings, or being in crowded or poorly-ventilated indoor settings.
- People who have been asked or referred to get tested by their healthcare provider, or state health department.

Employees do not need to be tested if:

- They are fully vaccinated with no COVID-19 symptoms, following an exposure to someone with COVID-19.
- They have tested positive for COVID-19 within the past 3 months and recovered. They do not need to get tested following an exposure as long as they do not develop new symptoms.

CDC recommends that anyone with any signs or symptoms of COVID-19 get tested, regardless of vaccination status or prior infection. If you get tested because you have symptoms or were potentially exposed to the virus, you should stay away from others pending test results and follow the advice of your health care provider or a public health professional.

How to get Tested for COVID-19

The following advice regarding where to obtain testing comes directly from the Center for Disease Control and Prevention:

How to get tested for current COVID-19 infection

Contact your healthcare provider or visit your state’s health department’s website to find the latest local information on testing. The type of viral COVID-19 tests offered may differ by location.

You and your healthcare provider might also consider either an at-home collection kit or an at-home test if you have signs and symptoms of COVID-19 and if you can’t get tested by a healthcare provider or public health official.

How to use results of viral tests

If you test positive, know what protective steps to take to prevent others from getting sick.

If you test negative, you probably were not infected at the time your sample was collected. The test result only means that you did not have COVID-19 at the time of testing. Continue to take steps to protect yourself.

What to do if you’re diagnosed

If diagnosed with COVID-19, please follow the Exposure Policy as indicated below:

1. All employees who become ill at work with COVID-19 symptoms must notify their supervisor and remain at home until they have a note from their doctor to return to work.
2. All employees who, while outside of work, begin experiencing symptoms, are exposed to someone exhibiting symptoms, or test positive for COVID-19 must contact the Director of Human Resources and not return to 700 Prospect Ave. or the Washington, D.C. office until they have a release from their doctor to return to work.
3. If an employee tests positive for COVID-19, has a suspected but unconfirmed case of COVID-19, or self-reports in accordance with Paragraph 2 of this policy that they have come into contact with an individual with a presumptively positive case of COVID-19 (collectively, “infected employee”), the following protocol will apply:

- The employee will be sent home immediately and asked not to return to work until they have a release from their doctor to return to work.
- In the case of a positive test for COVID-19, the local health department will be notified and guidance followed.
- The employee will be asked by the Director of Human Resources to identify all employees and other work-related individuals who worked in close proximity with them in the previous 10 days.
- Those identified employees may also be sent home for 10 days, and if they begin experiencing symptoms of COVID-19 may not return to work until they have a release from their doctor to return to work.
- Those identified employees WILL NOT be told the identity of the infected employee.
- Those identified employees will be notified of the actual status of the infected employee: positive test, suspected but unconfirmed, or exposure to presumptively positive case.
- The Director of Human Resources will notify the employers of identified work-related individuals of the exposure to the infected employee. In some cases, the Director of Human Resources may need to contact a work-related individual directly (if, for example, that individual is not a tenant employee).
- The affected workspaces will be deep cleaned and sanitized.

Preventing the Spread: Building Protocols

In addition to the COVID-19 exposure policy and the CDC's guidance, the following COVID-19 Building Safety Policies are in effect to prevent the spread of COVID-19:

Temperature Checks

All employees will be asked to self-check (screen) themselves daily and have a normal reading (under 100.4 °F) before leaving their homes to come to either the 700 or DC office buildings. If an employee does not have a normal reading, they must remain home, call their doctor immediately and/or schedule a Teledoc visit. Employees and visitors will also be required to take their temperature using the automatic temperature monitor that will be available in the lobby. Employees with a temperature of 100.4°F or greater should not proceed to their floor, but should return home. Employees are required to contact their supervisor and notify HR to report their absence as sick time. An employee may return to work after:

- The employee has had NO fever for at least (3) days without taking fever reducing medication; AND
- The employee has no respiratory symptoms (cough, shortness of breath); AND
- The employee has received a fitness for duty release from their doctor

Health Questionnaire

All employees must respond to a four-question health assessment which will probe for information related to their physical health, recent travel, exposure to COVID-19, and daily temperature reading. The health information is considered protected medical information that will be safeguarded in HR. Employees who answer false to any of the questions will need to provide more information to Human Resources before being permitted to enter the building.

Please find the link to the health assessment by [clicking here](#).

Face Masks

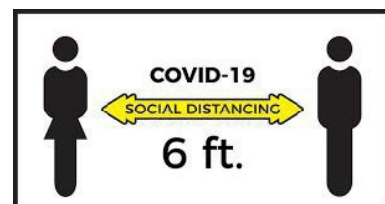
All employees will be required to wear a face mask in the building unless you are alone and behind a closed door in your office space. This policy must be followed unless a medical professional has advised that wearing a face covering may pose a risk to the employee for health reasons. In the event an employee is unable to comply with this requirement, the employee must inform HR and discussions about an appropriate accommodation will take place.

Anyone entering the building without a face mask will be reminded of this policy and will not be permitted beyond the front desk. For the protection of the front desk employees, face masks are required upon building entry. A stock of masks will be available for employees at the front desk if needed.

Physical Distancing

COVID-19 is highly contagious and spreads from person to person through droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (i.e., within 6 feet). All employees must adhere to the following physical distancing protocols:

- Limit your elevator ride to one person at a time where possible
- The copier rooms/kitchens should be occupied by one employee at a time
- Limit unannounced in-person visits to other office spaces
- Avoid congregating in common gathering places
- Videoconferencing should be used in lieu of in-person meetings as much as possible



Cleaning Practices

The building is being cleaned using EPA disinfectants effective against SARS-CoV-2. Cleaning is performed frequently on touched surfaces, such as workstations, counter tops, railings, door handles and knobs. The workplace is stocked with hand sanitizer and disinfectant wipes. Employees are asked to practice healthy hygiene by washing hands regularly for at least 20 seconds, using hand sanitizer and cleaning areas frequently touched with disinfectant wipes (e.g., phones, keyboards, refrigerator handle, coffee equipment).

MERV 13 ventilation filtration is in place to keep airstream safe in the building as per CDC's guidance.



Self-Care Resources

COVID-19 Disaster Distress Care Line

1-800-985-5990 1-800-846-8517 TTY Text "TalkWithUs" to **66746** Spanish-speakers: Text "Hablanos" to **66746** Available 24 hours a day, 7 days a week, year-round

Funeral Assistance

The COVID-19 pandemic has brought overwhelming grief to many families. FEMA is providing financial assistance for COVID-19-related funeral expenses incurred after January 20, 2020. Please find the link to the video [here](#), as well as the [FAQ](#).

The Employee Assistance Program (Ease@Work)

Employees and dependents of employees have the benefit of the *Ease@work* Employee Assistance Program. Whether it's counseling, advice, referrals or general resources you're looking for, *Ease@work* can provide support.

Ease@work services are accessible to you and your dependents 24 hours a day. Request services by phone, email or through the website. The program is confidential and the only information shared with the UCC is a utilization report; no individual names or identifying information is ever released. Call *Ease@work* at: **800-521- 3273 (EASE)** or visit www.easeatwork.com **Company Code: ucchrist**

Teladoc

If you and your dependents are enrolled in the UCC's health plan, you have access to virtual medical care through Teladoc. If you are feeling sick, you may contact a licensed physician from your home 24/7. Teledoc can be used for minor health issues as well as behavioral health and dermatology. You can register for Teladoc at the following link: [Teladoc Signin](#)

Health Advocate

Health Advocate offers a Wellness Rewards Program. Plan participants and spouses/partners are eligible for up to \$300 for completing health-related objectives. To register for the new Healthy Stewards Wellness Rewards Program, go to www.healthadvocate.com/members and begin earning points today!

Blues on Call

Contact Blues on Call to speak directly with a registered nurse/health coach. One toll-free call connects you to health information, support and confidential health counseling any day or time of the week. Visit

https://www.highmark.com/ePlatform2/W_G_Blues~On~Call~Plus.pdf or call: 888-258-3428.

UCC Chaplain Services

Janet Ross is available by cell during daytime hours M-F. Please feel free to contact 330-605-7417 or email at rossj@ucc.org. To help us stay spiritually grounded, there will be scripture postings on UConnect each week.



Building Re-Opening Schedule: Safety First Phased Approach

Phase 1: August 2-6th

SLT, Team Leaders, and Common Services staff (Building Staff, HR, FS, IT, GC) may return to the building according to the telework schedule on record to prepare for the return of others.

Phase 2: August 16-20

All staff who have selected hybrid or full time in the office may return to the building according to their predetermined scheduled as submitted to HR.

Phase 3: September 6-10

Remote staff who will come into the offices sporadically according to schedules predetermined by their supervisors may return to the office.

Anyone who is unable to return to the building as a result of a medical condition may request an accommodation through HR. Staff who are not scheduled to work full-time in the office will be required to review and sign the provisions for telework for the record.

Telework Reclassification Agreement

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. Any obligations, responsibilities, terms and conditions of employment with the NMUCC remain unchanged, except those obligations and responsibilities specifically addressed in this agreement. This change does not affect an employee's regular salary and benefits. The National Ministries reserves the right to modify, suspend, or eliminate telework in the case of unanticipated circumstances regarding employee performance or operational needs.

Employees agree to the following provisions regarding their new telework classification with the National Ministries:

- The employee will remain accessible and productive during scheduled work hours.
- The amount of time the employee is expected to work will not change due to participation in the telework arrangement.
- The employee will report to the building as necessary as requested by the employer.
- The employee is expected to meet performance standards.
- The employee may forfeit office space for shared office space if it is determined necessary by the employer.
- Nonexempt employees will record all hours worked in accordance with regular timekeeping practices.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime.
- The employee understands that all equipment, records and materials provided by the employer shall remain the property of the employer.
- The employee agrees to take all necessary precautions to secure all equipment, data, files and other material to prevent unauthorized access or destruction.
- The employee agrees to follow all Building Safety policies and report any violations that they become aware of to Human Resources.
- The employee agrees to maintain a safe and secure work environment.
- With the exception of standard issued equipment such as secured laptop and hotspot, if needed, employee will assume responsibility and costs for equipping their home office. Such equipment will include adequate internet

service, phone service, office space, additional equipment and furniture beyond the \$500 allotment currently given.

- The employee agrees to return all equipment and software upon separation of employment and agrees to a payroll deduction from their final pay for the amount of any unreturned property or assets.
- The employee understands that the employer will provide technical support for computer equipment and software that it provides. The employee also understands that support is available virtually only and technicians will not be dispatched to home offices.
- The employee agrees to follow the Common Personnel Policies and the Confidentiality Agreement regarding securing and disposing of confidential information.
- The employee understands that they are responsible for any individual tax implications of this telework arrangement.
- The employee agrees to report any work-related injuries to their supervisor and HR at their earliest opportunity.
- The employee agrees to give attention to self-care during the telework arrangement.
- The employee agrees to give monthly feedback about challenges and/or celebrations experienced during the telework arrangement.

Please visit <https://login.paylocity.com> to sign this agreement. Once logged in, look for the "Application" window on the main dashboard. You will see the Telework Reclassification Agreement listed. Select it, and a dialogue box will display. Scroll down and select the button to launch the document. Once you have reviewed the document, return to the dialogue box and check "I Agree" to acknowledge your agreement to these provisions.