

**GCO Policy: Option to Work Remotely**

**General Requirements:**

1. Option becomes available after 6 months of employment or end of probation, whichever is later.
2. Option is not available for any staff with a performance rating of unacceptable or needs improvement.
3. Option is not available for any staff with a performance improvement plan in place.
4. AOR approval, contingent upon staff performance and other factors as determined at the discretion of the AOR. *Approval may be revoked at any time for any reason.*
5. VPN access and appropriate computer setup at remote location; GCO will not provide hardware, internet, or other workspace items.
6. Remote work day cannot fall on a Tuesday.

**Position-Specific Requirements:**

1. Grant & Contract Coordinator:
  - a. Will only be approved on a case by case under exceptional circumstances.
  - b. Whoever is remote will handle the grants inbox for the entire day to compensate for the others answering the phone line.
  - c. Cannot have more than 1 person working remotely at a time.
  - d. Must email AORs when work starts, work ends and before and after any breaks.
  - e. Work from home hours must follow assigned hours in the office. Any changes in hours and/or overtime must be approved in advance in writing by the AORs.
  - f. Will not be available to any coordinator who has failed to follow swiping procedures in the past three months.
2. Contract Specialists
  - a. Cannot have more than 1 person working remotely at a time.
3. Grants Specialists
  - a. Teams cannot have more than 1 person working remotely at a time.
  - b. Must report to the office for major NIH deadlines.\* There will be no compensatory work from home day offered for major NIH deadlines.
4. Authorized Organization Representative (AOR)
  - a. Cannot have more than 1 AOR working remotely at a time.

\*NIH deadline black-out periods are 5 business days before and the day of the Feb 5, Feb 16, March 5, June 5, June 16, July 5, October 5, October 16 and November 5 NIH deadlines. Please note if the NIH deadline falls on a weekend or holiday it is moved to the next business day.