



Local Policies – Administration and Governance

Remote Work

Effective Date

2/2/2026

Policy Statement

Remote work is a standard work location, not a special privilege or accommodation. Employees must maintain the same level of professionalism, productivity, accountability, and data security as required for any official NEIWDB worksite.

NEIWDB retains the right to modify remote work expectations or require in-person reporting at any time based on operational needs.

Policy

Home Office Requirements

Employees must maintain a workspace that:

- Allows for professional performance of duties
- Ensures confidentiality and protection of PII
- Is quiet, organized, and free from excessive noise or distractions
- Has reliable high-speed internet
- Supports virtual meetings with audio and video

Pets and household noise must not disrupt meetings or work performance.

Availability & Communication

Remote staff must:

- Be reachable during scheduled hours
- Attend virtual and in-person meetings
- Maintain an updated calendar
- Communicate promptly with their supervisor

Remote work does not alter attendance expectations or performance standards.



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Equipment & Technology

Employees must:

- Use NEIWDB-issued equipment for official business only
- Protect devices from loss, theft, or unauthorized access
- Report equipment issues or damage immediately
- Prevent family members from using NEIWDB devices
- Comply with cybersecurity and data protection requirements

All equipment must be returned upon separation or upon request.

Work at IowaWORKS Centers or Other Locations

Remote employees may be required to work on-site at:

- IowaWORKS Centers
- Partner agency locations
- Employer or community sites

Travel must follow the NEIWDB Travel Policy.

Timekeeping Requirements

Remote work does not change any timekeeping obligations. Employees must accurately record all hours worked and submit time records in accordance with NEIWDB deadlines and Employer of Record (EOR) payroll requirements. Remote work employees must comply with both bi-weekly payroll timesheet submission and monthly fiscal timesheet documentation as required under WIOA. Failure to follow timekeeping rules may result in corrective action.

Performance Expectations

Remote work does not alter performance standards or supervisory expectations. Employees must meet deadlines, complete assigned tasks, maintain productivity, and remain fully engaged and responsive during scheduled work hours. NEIWDB may reevaluate or modify remote work arrangements at any time based on performance or operational needs.



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Workplace Safety

Employees are responsible for maintaining a safe, functional home workspace. NEIWDB may request verification of a safe work environment and may provide guidance on ergonomics or workspace setup when necessary.

Prohibited Remote Work Practices

To maintain the integrity of NEIWDB operations, remote employees may not:

- Perform NEIWDB work in public or unsecured locations without prior approval
- Allow family members or others to use NEIWDB equipment
- Engage in non-work activities during scheduled hours except during approved breaks
- Conduct secondary employment during NEIWDB work hours
- Store NEIWDB documents on personal devices or cloud services

Violations may result in modification of the remote work arrangement or corrective action.

Policy Enforcement

Failure to comply with this policy, remote work requirements, or home office standards may result in corrective action consistent with NEIWDB procedures and Employer of Record HR processes. NEIWDB reserves the right to modify or revoke remote work privileges based on operational, performance, or compliance needs.