

GRADY HEALTH SYSTEM

Georgia Poison Center

Telework Program Overview

PURPOSE

To provide the Georgia Poison Center (GPC) and its employees an alternative work arrangement to better meet scheduling and staffing needs. In this program, eligible employees will be able to work remotely from home while continuing to provide callers with helpful consultations and information.

If successful, the program will help to increase employee morale, reduce costs associated with travel*, increase employee retention rates, promote quality of work and productivity, and create a mutually beneficial accommodation for both employees and the GPC.

POLICY

The Policy stated herein will provide information as to the requisite conditions and eligibility criteria that must be met prior to and during an employee's participation in the Telework Program. It is imperative that the employee abide by these conditions in order to maintain consistency in quality of work and productivity at the remote location.

To ensure the preservation of the quality and productivity of services provided by the GPC, eligible employees selected for participation in the Telework Program will be required to understand and to sign the required agreement as outlined by the latest and most current Teleworking Policy and its terms and expectations.

The Telework Program allows an employee to work up to one hundred (100) percent of their scheduled hours from the remote site (depending on their job classification and other administrative directives); however, when extraordinary circumstances arise, the number of teleworking hours may be adjusted to satisfy departmental needs.

ELIGIBILITY

Eligible employees must submit to an internal credentialing and application process if interested in taking advantage of this remote working opportunity. An employee who is considered for remote working must have a minimum of six (6) months' employment with the GPC. They must be able to work independently, be a self-starter, and demonstrate skills managing time in a productive manner. An employee must have a satisfactory or better performance level with no record of performance or conduct issues within the past two (2) months. Program eligibility is at the discretion of the Leadership Team of the GPC.