Summary of DRW Policy on Hybrid and Full Remote Work

This document is intended to give potential hires a better understanding of Disability Rights Wisconsin hybrid and full remote work policies. It is a **summary only** and does not include complete details of the policies. If you are at the Second Interview stage, you can request more detailed information from your Hiring Coordinator.

Qualifications for Hybrid or Full Remote Work

- Must work at least 24+ hours/week in a position that is eligible for remote work with duties that can be accomplished as effectively remotely as in the office.
- Must meet minimal technology standards for remote work (see Technology/Equipment requirements below).
- Must consistently demonstrate ability to perform work duties effectively, work independently, adhere to are confidentiality and security requirements in the remote setting.
- Must have a secure and private workspace, ability to lock and secure equipment and documents, carry homeowner's or renter's insurance, and be free from dependent care responsibilities during work hours.

Remote Work Schedule

Hybrid (for employees who live within 45 miles of a DRW office)
Can work at their remote location up to 2 or 3 full days per week. Other days must be in office. Schedule must be approved by supervisor.

Full remote (employees who live over 45 miles from any DRW office)
May work all days in remote location, keeping scheduled office hours as approved by supervisor. May occasionally be required to travel to a DRW office.

Technology/Equipment Requirements

- Must use DRW-issued laptop when working remotely.
- Must meet **minimum technology standards for remote work**:
  - Router must be secure by HIPAA requirements for remote work including unique complex password, kept up-to-date, strong encryption, firewall enabled, and all WIFI connections must be password secured. Internet service must be for your home only not shared within a building or outside the home.
  - Internet must meet Microsoft Teams requirements of at least 20 Mbps speed per user and must pass Microsoft's connectivity test for Teams optimal operation.
- Staff have a small budget to purchase remote equipment such as keyboard/mouse, headset and surge protector. **Office furniture is not provided.**