

WORK FROM HOME GUIDELINES

I. Objective

Work from Home allows qualified employees to work at home for all or part of their workweek. HRD considers this project to be a viable, flexible work option when both the employee and the job are suited to such arrangement. It may be appropriate for some employees/jobs but not for others. It is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with HRD.

II. Scope

This company's **Work from Home** setup applies to all qualified employees who prefers working at their home.

III. Reasons for Work from Home Possibility

Reasons that could demand Work From Home include but are not limited to:

- Parenting (need to take care of child)
- Caregiving (taking care of sick family members)
- Medical / Health and Safety Reasons
- Work - Life Balance

Any other reasons requiring for working at home setup not stated above depends on the approval of the company.

IV. Employee's Qualification

Employee who wants to apply the Work From Home arrangement must satisfy the following conditions below:

CATEGORY	QUALIFICATION/s
GRADE	M2 ~ S2
LENGTH OF SERVICE	at least 2 years in the company
WORK PERFORMANCE	Responsible and has high regard for Job Quality and Work Efficiency.
OUTPUT REQUIREMENT	Has the ability to finish the 120% of the REQUIRED OUTPUT of his/her process per day.
INTERNET	With POSTPAID Unlimited Fiber Internet Plan with minimum speed of at least 10mbps.
HOME ENVIRONMENT	With comfortable working space at home (Bedspacers and just renting rooms are not allowed.)

V. Output Requirements

Department / Section / Team who wish to acquire the Work From Home Setup must identify the applicability of this work option in their processes.

In case possible, it is necessary to know the required number of output per process within the regular shift (8hrs).

The person who wants to avail the Work From Home setup is required to finish 120% of the declared required number of output in his/her process in a day.

SAMPLE		Work From Home Setup Possibility			REQUIRED OUTPUT /DAY	
DEPARTMENT	List of Processes in the Department	POSSIBLE	NOT POSSIBLE	Reason of IMPOSSIBILITY	Required output in 8hrs in the office	Required output for WFH (120%)
STRUCTURAL PLANNING	Structural Design	1			9	11
STRUCTURAL PLANNING	Bearing Wall Checking	1			12	14
STRUCTURAL PLANNING	Beam Checking	1			14	17
STRUCTURAL PLANNING	Wall Panel Designing	1			32	38
STRUCTURAL PLANNING	Duct Evaluation	1			13	16

The THT/SHT needs to monitor the member's output daily. In case of non-compliance, the reason must be clearly recorded because it will be one of the factor during the WFH evaluation which will be done at a regular basis. If the reason is due to trouble in System, VPN, ISP, HRD provided equipment and/or any technical related problems, the member is expected to report immediately to his/her Leader for QA staffs checking and troubleshooting. Any other reason that results to non-completion of the output may also require verification from the member's Leader.

VI. Working Hours and Overtime

Employee who wish to work at home may choose any of the following working schedule:

1. Same as Department's Shifting Schedule

This is the ideal setup. In here, the Leaders can easily monitor and establish constant communication with the member working at home.

In case problem will arise, the member can immediately contact his/her Leaders especially about Technical Concerns.

2. Other Regular Shifting Schedule (Not same with the Department)

In case the member has some personal reasons that may bring difficulty to work following his/her own department's shifting schedule,

he/she may choose another shifting schedule available in HRD Production provided that he/she will get approval from the Department.

This could be a little complicated because the department needs to establish a separate schedule, monitoring and communication style.

Troubleshooting may also be difficult at times.

NO OVERTIME PAY will be implemented due to monitoring difficulty and transparency on the part of HRD. However, if the member finishes his/her required output ahead of the shifting schedule, the member can already stop and no need to wait for the shift to end.

VII. Working Days

Working at home employee's are still required to come to the company **at least 2 days per week**. The schedule must be in accordance with the department's arrangement and approval. Physical presence in the company is still necessary for Technical related updates, work related feedbacks, evaluation and coaching.

Sample 1 :	Sun	Mon	Tue	Wed	Thu	Fri	Sat	4 days at Home
	Restday	Work at Home	Work at Home	HRD	Work at Home	Work at Home	HRD	
Sample 2 :	Sun	Mon	Tue	Wed	Thu	Fri	Sat	3 days at Home
	Restday	Work at Home	Work at Home	Work at Home	HRD	HRD	HRD	

The employee can still use his SL/VL in case he/she cannot perform his/her task due to personal reasons following the company's "Absent/Filing of Leave Policy".

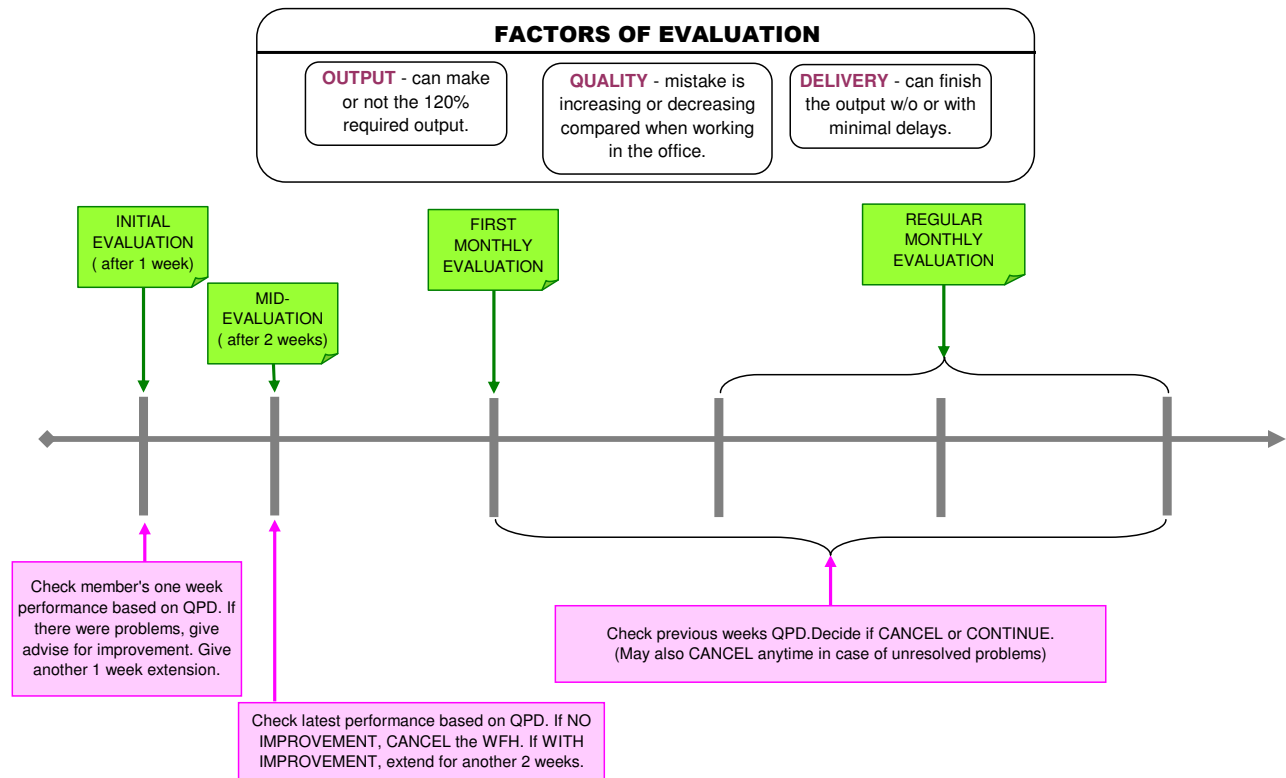
VIII. Compensation and Benefits

Usually, Work from Home arrangements don't affect employee's employment terms. However, there are benefits that may differ from those employee working inside the company. Please see below:

	HRD OFFICE (ON-SITE)	WORK FROM HOME	REMARKS
SALARY	depends on Salary Grade	depends on Salary Grade	NO CHANGES
OVERTIME FEE	with OT Pay	without OT Pay	CHANGE due to flexibility of schedule when working at home.
MEAL ALLOWANCE	Php 35.00 / day	Php 35.00 / day	NO CHANGES
RICE SUBSIDY	Php 15.00 / day	n/a	CHANGE. This is originally intended for Transportation Fee. No need if WFH.
ATTENDANCE INCENTIVE	Php 500 - 1month PA Php 600 - 3mos. PA	Php 500 - 1month PA Php 600 - 3mos. PA	NO CHANGES
ENERGY FEE	n/a	Php 15.00 / day	For Internet and Electricity Fee
LEAVE WITH PAY	YES	YES	NO CHANGES
LSA	YES	YES	NO CHANGES
PERFORMANCE ALLOWANCE	YES	YES	NO CHANGES
GRADE ALLOWANCE	YES	YES	NO CHANGES
SSS / PHIC / HMI / PAG-IBIG	YES	YES	NO CHANGES

IX. Evaluation

To assure the effectiveness of the Work From Home Setup and to check if it is beneficial for both the company and the employee, a series of evaluation is necessary.



X. HRD Provide Equipments

The department will determine the appropriate equipments necessary for each "Work From Home" employees such as :

EQUIPMENT		PURPOSE / USAGE	REMARKS
1.	Laptop	To be use for the Remote Access of PC in HRD	Request to QA thru RMS
2.	Prepaid Wifi	Back - up internet in case the POSTPAID ISP of the staff suddenly has problem.	Request to QA thru RMS but for the LOAD, request only when necessary.
3.	5m LAN Cable	for connecting the Laptop to the POSTPAID modem/router	Request to QA thru RMS
4.	USB Type Keyboard	For easy and fast access of shortcut keys since Laptop keyboard arrangement is somehow different.	Department will provide.
5.	USB Type Mouse with Pad	For fast selection and encoding.	Department will provide.
6.	LED Monitor with Cable	For paperless checking thru PDF.	Department will provide.

Note : Laptop has built-in camera, speaker and microphone that is why it is not necessary to request for a separate item.

Equipments supplied by the company is to be used for business purposes only. The employee must provide extra care in maintaining those equipments. All company equipment issued will be returned to the company when the Work From Home arrangement ended.

XI. How to Proceed

A.Preparation

1. Identify qualified members in the Department following the criteria mentioned on "IV.Employee's Qualification".
2. Explain to the members the WFH Guidelines focusing on : 1. Output Requirements; 2.Working Hours and Overtime; 3. Working Days; 4. Compens and Benefits; 5. Evaluation, etc.
3. For the qualified staff/s who wants to avail the WFH Setup, make a schedule for the VPN and Remote Access Training.
4. Request the necessary equipments to QA thru Request Management System.
5. Conduct VPN , Remote Access and simple troubleshooting training. Coordinate to QA for Assistance.
6. Explain the paperless procedure/work instruction and the manner of monitoring and reporting that will be done during the actual WFH.
7. Submit letter to Admin for the MATERIAL GATEPASS request at least 2 days before the actual WFH schedule.

B. During the Actual WFH

1. In HRD Office, make sure to Turn-On the PC of the WFH employee based on the agreed schedule.
2. The leader and the WFH staff may communicate from time to time using IP Messenger, e-mail or thru Google Meet. However, it is advised to limit the usage of Google Meet because it consumes a lot of data and may slow down the VPN and Remote Access connection.
3. In case of encountered technical problems, the WFH staff must report to the leader immediately and ask assistance to QA.
4. The leader must record the performance of the WFH employee focusing on the output, mistakes and delay.
5. The leader must submit OB Form and Meal Reimbursement Request Letter to Admin for the Salary of the WFH employee.

C. When Reporting to HRD

1. When the WFH staff reports in HRD, the leaders must conduct an interview and talk about the difficulties encountered during the WFH. Give suggestions for improvements in case necessary.
2. The WFH staff needs to update him/herself if there were newly implemented rules in the company or in the process.