

Flexible Work Arrangements at CATIC



Overview

The CATIC Family of Companies is committed to providing a flexible work environment for all employees while maintaining our organizational commitment to delivering exemplary customer service to all external constituents. The company allows teleworking where such flexible work arrangements are consistent with departmental goals and business operational requirements.

Details

The company has established the following workplace model definitions:

WORKPLACE MODEL	DEFINITION	DEDICATED WORKSPACE (YES / NO)
OFFICE-BASED	Employee is regularly scheduled to work in the office 80% - 100% of the time (4-5 days/week); the department pays for dedicated workspace for the employee.	YES
HYBRID	The employee is regularly scheduled to work both in the office and remotely on a weekly basis (ex. in the office on Mon; Weds & Fri and remotely Tues & Thurs); the department pays for a dedicated workspace for the employee.	YES
REMOTE	Employee regularly works remotely 80% - 100% of the time (4-5 days/week); the department does not pay for dedicated workspace for the employee.	NO
FLEX	Employee is regularly scheduled to work remotely and is expected to come into an office on an as needed basis; the department does not pay for a workspace and the employee can reserve space in the office when needed (i.e., hoteling)	NO