**Remote Work Policy**

Certain business areas and positions may lend themselves to remote work. Benefitting both the employee and the organization. [Company Name] makes decisions relating to remote work based on business needs and position requirements. The authority to implement remote work arrangements is decided by the Company in tandem with the respective department leader.

**Eligibility**

All employees who work in positions which do not require them to be physically present at work are eligible to apply for remote work. Short-term needs for remote work for a day or half a day will be approved on a case-by-case basis. If an employee wishes to pursue work from home due to a medical condition, the company’s ADA process must be followed.

In some cases, there will be a designated “trial period” for remote work; however, a remote work arrangement may end at any time with or without a trial period.

Some factors for consideration in granting requests for remote work are:

* The job itself and the need for the staff member being onsite to have access to certain company tools or information, or to be accessible for customers or team members.
* Performance appraisals, corrective actions and any ongoing performance concerns related to job knowledge, a need for a high level of hands-on support, or a need for continued review of performance or training.

A request to work remotely must be submitted in writing to an employee’s direct supervisor and the Human Resources department.

**Timekeeping**

All Company timekeeping policies apply to remote work, the same as in the office. Non-exempt employees should clock in and out as usual. Overtime must be approved in advance by your supervisor following the Company’s Overtime policy.

Exempt employees should notify the company using the standard system if they will be away from work and unreachable. In cases where [PTO/Vacation/Sick] are normally substituted for working time, this is the case for remote work as well.

Remote employees must ensure their schedules overlap with those of their team members for as long as is necessary to perform their job effectively. If an employee wishes to adopt different working hours, they must receive written approval from their supervisor and effectively communicate their schedule to their teammates.

**Safety & Equipment**

To maintain appropriate productivity and performance, remote employees should create a work environment that is free from distractions, has a reliable internet connection, and supports the employee’s ability to dedicate their full attention to their job duties.

[Company Name] will provide remote employees with the appropriate equipment and technology to effectively complete their duties. The equipment provided will be based on each employee’s individual role and responsibilities. Remote employees are to primarily use this equipment for business purposes and are expected to take appropriate steps to keep this equipment safe and in proper working condition.

Remote employees must continue to do their part in protecting company equipment and networks. All employees are expected to take the appropriate steps to minimize exposure to cybersecurity risks and protect confidential and proprietary data.

Specifically, employees must:

* Keep equipment and confidential documents password protected.
* Store equipment in a safe and clean space when not in use.
* Refrain from downloading suspicious, unauthorized or illegal software.

Please refer to the Company’s [Network\Computer Security Policy] for more details.

**Workers’ Compensation**

In the event of a job-related injury, you should report the incident to your supervisor based on our in-office policies and procedures.

**Expenses**

The Company [will/will not] pay costs associated with setting up a remote office, to include furniture or additional equipment, in accordance with local and state laws. [Costs up to $X/quarter associated with office supplies may be submitted for reimbursement.

Costs for cell phone use are addressed in our cell phone policy. Employees are expected to maintain a level of internet service which is adequate for their personal and professional use.]

**Performance Expectations**

Remote work is generally a privilege. Remote employees are held to the same, if not greater, performance standards as if they were working in the office. They must follow additional communication requirements to uphold the same level of service and teamwork.

Remote work arrangements are reviewed periodically, particularly in the case that it is impacting productivity or connectivity. If an employee is having performance issues, the Company may elect to no longer permit them to work remotely. The company can alter or discontinue remote work at any time, for any reason, with or without notice.

**Remote Work Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Remote Work Policy. I understand the ongoing requirement for me to meet work performance expectations as if I were onsite. I also understand the workplace policies including, but not limited to, the ones referenced in the policy extend to remote work as well.

I, or the Company, may elect to end this Remote Work Agreement at any time unless otherwise specified, and return to an onsite work arrangement.

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule:

Standard office hours are [8:00 am ET] to [5:00 pm ET] on [day(s) of the week]. I agree to be available by phone, email, and Instant Message during this time, unless otherwise indicated to my supervisor through the appropriate method.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

[Employee Signature] Date