

REMOTE WORK POLICY FOR [COMPANY NAME]

Please read the Terms and Conditions, complete the Remote Work Guidelines form and return to Human Resources for approval.

Disclaimer:

Policy should be reviewed by legal counsel to ensure that all local, state, and federal regulations have been met. Please do so before making it available to all employees.

Part I: Terms and Conditions

ELIGIBILITY

Consideration for remote work requires a written recommendation from a direct supervisor. Qualification will be determined in regards to the individual's job duties and position. All employees may not qualify. Eligibility will be determined and finalized by Human Resources.

STANDARD OFFICE RULES

Remote worker must comply with all company rules and practices listed in the Employee Handbook. Guidelines for employee benefits and compensation remain the same.

PILOT REVIEW PERIOD

Employee is subject to a 30-day review period during which supervisor may require weekly status updates to discuss work progress and establish upcoming goals. Contract will continue permitting good standing.

WORK PLAN

Supervisor is encouraged to submit a formal work plan for the remote worker. The plan will identify and outline areas of responsibilities, daily tasks and measurable long term objectives.

COMMUNICATION

Remote worker must be available by phone and email during core company hours and present for all mandatory staff meetings. All client meetings are to be conducted on a client or company site. Any exceptions require permission from supervisor.

COMPANY EQUIPMENT

Necessary equipment, hardware and software for the job will be available for loan upon request. Equipment is to be used by the employee only and strictly for company-related projects. All items provided by the company must be listed in the employee's Remote Work Guidelines, approved for off-site use and returned to the office upon request.

INSURANCE COVERAGE

Company is only responsible for insuring items on loan. Personally-owned equipment is covered by the individual's homeowner's insurance policy.

LIABILITY

Remote worker will be covered by worker's compensation. Stipulations do apply. Liability is limited to injuries acquired in the employee's designated home work area, during the agreed-upon work hours AND while performing job functions.

REIMBURSABLE EXPENSES

In order to receive reimbursement, employees need to have prior approval from supervisor and submit an expense report. Costs not specifically mentioned will be dealt with on a case-by-case basis, taking into account the amount and purpose of expense. The company will pay for work-related voice and data communication charges. The following costs are not reimbursable: furnishings for designated workspace, office supplies not stocked, etc.

SECURITY OF INFORMATION

Employee is responsible for keeping documents, sensitive business data and other work-related materials confidential and secure in the home office location. The employee must comply with the guidelines of proper use of information technology found in the Employee Handbook.

TAX DEDUCTION

Employee is responsible for any income tax implications of remote work. The company will not provide tax guidance and encourages employees to consult with a qualified tax professional regarding any home office-related deductions.

TERMINATION OF AGREEMENT

Both the company and the employee have the right to terminate the remote work arrangement at any time - by written or verbal notice. Failure to comply with Terms and Conditions may be cause for disciplinary action and/or termination of the agreement.

Part II: Remote Work Guidelines

A. EMPLOYEE INFORMATION

Full Name: _____
Job Title: _____
Department: _____
HR Contact: _____
Supervisor: _____

B. DESIGNATED WORK AREA

Address: _____
Phone Number: _____
Description of Workspace: _____

C. REMOTE WORK SCHEDULE AND HOURS

DAY	START	END
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

D. REQUEST FOR COMPANY EQUIPMENT

The following items have been approved for purchase / loan: _____

E. AUTHORIZATION FOR REMOTE WORK

I have read and agree to the Terms and Conditions of this policy, as well as the attached Remote Work Guidelines, and I agree to the duties, obligations, responsibilities, and conditions outlined in these documents.

Should any changes occur to the information I have provided above, I am aware that it is my duty to inform my supervisor and Human Resources to initiate completion of an updated agreement. I understand that a copy of the agreement will be kept in my personnel file.

Employee Signature: _____

Supervisor Signature: _____

HR Contact Signature: _____

Date: _____