This policy outlines guidelines for employees who work from a location other than our \_\_\_\_\_\_\_\_\_ [offices, worksite]. We want to ensure that both employees and our Company will benefit from these arrangements. All remote work must receive prior written approval from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [your supervisor, Human Resources, etc.]. **Not all positions are appropriate or feasible for remote work.**

Employees may work remotely on a permanent or temporary basis depending on business needs. The location where you plan to work remotely is subject to advance approval.

Remote work does not change the terms and conditions of your employment with \_\_\_\_\_\_\_\_\_\_\_ [Company Name]: all policies apply equally to remote, hybrid, or in-person work.

### **Remote Working that Works**

To ensure that employee performance will not suffer in remote work arrangements, we direct our remote employees to:

* Choose a quiet and distraction-free working space. When working from home, noises from others in your household, pets, televisions, etc. should be a rare occurrence.
* Have an internet connection that’s adequate for the job.
* For non-exempt (hourly) employees, adhere to all meal and rest break requirements, timekeeping, our authorization process for working overtime, and attendance schedules agreed upon with your manager. There is no working off of the clock.
* Whether exempt or non-exempt, be fully available and engaged during our business hours and/or assigned shift times. Should you have a personal event (kids’ game or performance, doctor’s appointment, for example), use your paid time off or paid sick leave as appropriate.
* Ensure schedules overlap with team members for as long as is necessary to complete job duties effectively (either online or in-person) to discuss progress and results.
* Team members and managers should determine long-term and short-term goals. They should frequently meet to assess.

[Option] **Mandatory** meetings with your supervisor will occur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [e.g., every Wednesday or bi-weekly] at \_\_\_\_ am/pm via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [conference call, Skype, Zoom or in person at the main worksite]. You may also be required to attend in-person team meetings as scheduled by your supervisor. If you are unable to attend any in-person meeting, please advise your supervisor in advance.

### **Compliance with Policies**

Our remote employees must follow all Company policies like onsite colleagues. The only difference between remote work and in-office work is the absence of a commuter. Examples of policies that all employees should abide by include, but are not limited to, the following:

* Attendance
* Social media
* Confidentiality
* Data protection
* EmployeeCode of Conduct
* Anti-discrimination/Anti-harassment/Equal opportunity
* Safety
* Dress code when meeting in-person or by video with customers, partners or other Company employees

### **Time Worked**

### Full time employees must be available Monday-Friday 8 a.m. to 5 p.m. When working remote, employees must be available M-F from 8 am to 5 pm (or your required hours of operation) for meetings, phone calls, and other job responsibilities that would normally take place in a traditional office setting. Part-time and on-call employees must follow the agreed upon schedule between you and your supervisor. Any change to this schedule or your availability while working remotely must be discussed with your supervisor in advance.

### **Equipment and Expenses**

We will provide our remote employees with equipment that is essential to their job duties [option] such as laptops, headsets and cell phones (when applicable). [Option] We will install VPN and Company-required software when employees receive their equipment.

If equipment is not available and employees use their own equipment for work, the Company will reimburse the employee for that use, consistent with legal requirements and this policy. Expense reimbursement for remote or hybrid employees follow the same schedule as outlined in the expense reimbursement policy.

Equipment that we provide is Company property. The Company retains control over the property and reserves the right to monitor Company property even when used at your remote location. Employees must keep it safe and avoid any misuse. Equipment supplied by the Company is to be used for business purposes only. The remote worker will sign an inventory of all Company property received and agree to take appropriate action to protect the items from damage or theft. Employees must take proper measures to secure Company information, assets and systems.

Specifically, employees must:

* Keep their equipment password protected and provide any and all passwords to their supervisor
* Store equipment in a safe and clean space when not in use
* Follow all data encryption, protection standards and settings
* Refrain from visiting untrustworthy or suspicious sites.
* Only download authorized software with prior approval
* Keep confidential information in locked file cabinets and desks, when not stored electronically

Remote employees will also receive expense reimbursement to cover reasonable and necessary business-related expenses that are incurred (e.g. internet, shipping costs). The Company may reimburse a portion of homeowners’ insurance coverage when required by the Company to protect equipment. Follow our expense reimbursement policy in terms of required documentation. Please speak to \_\_\_\_\_\_\_ with any specific questions about our reimbursement policy.

Upon termination of employment, all Company property must be returned to the Company, unless other arrangements have been made.

**Mileage.** For remote-work employees, your primary place of work is \_\_\_\_\_\_\_\_\_ [e.g., your home address]. Therefore, for all work-related travel, your starting point for mileage is \_\_\_\_\_\_\_\_\_ [e.g., your home address].

In the event that you incur expenses that you believe you have not been properly reimbursed for, please notify \_\_\_\_\_\_\_\_ [management, Human Resources] as soon as possible.

### **Caregiving and Remote Work (Optional)**

We recognize we may have employees who are caregivers in their home. Generally, “caregivers” are those who provide direct care or assistance to a person (and in some cases, a pet) who needs assistance with daily living. Examples include childcare, as well as in-home care for elderly persons and those with disabilities or injuries. Our goal is to offer flexibility without compromising the smooth operation of business.

We offer [option] vacation/paid time off and sick leave, and we encourage employees to use that time when attending to your caregiver responsibilities, including medical appointments, transportation assistance, etc. It is important to be present and there is adequate time off available in order to do so.

Caregiving responsibilities should not interfere with an employee’s job duties and/or responsiveness. Employees are expected to make arrangements for caregiving responsibilities that occur during our business hours/assigned work shifts (e.g., daycare, in home care assistance, etc.). Should an employee need an accommodation for caregiving responsibilities during work time, advance approval from your supervisor is required and is subject to the Company’s discretion. Examples of caregiving responsibilities that may interfere with your job duties include, but are not limited to:

* Caring for a family member for an extended length of time during work hours.
* Caring for children who are not independent such as toddlers or a child who needs assistance throughout the day.
* Caring for a family member post-surgery.
* Caring for elderly family members who need assistance with daily tasks.

Employees who may need to take a leave of absence related to caregiving responsibilities and/or may need a reasonable accommodation under the FEHA/ADA should refer to our **separate policies** covering those areas and contact your supervisor with any questions.

The goal of this policy is to ensure transparency and effective communication. If you are in doubt about whether your outside obligations may interfere with your job responsibilities, talk with your supervisor.

**Acknowledgment of Remote Worker Policy**

I have read and understand the attached Employee Remote Work Policy, and agree to the duties, obligations, responsibilities and conditions for remote workers described in the policy. I understand that I remain subject to all of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name’s] internal policies including, but not limited to, policies relating to technology, confidential information, harassment and discrimination prevention and safety policies.

I agree that, among other things, I am responsible for following my remote work schedule, taking proper measures to secure Company information, assets and systems and maintaining my work space in a safe manner.

I understand that the Company may at any time change any or all of the conditions under which I am permitted to work remotely, or withdraw permission to work remotely.

The Company has supplied me with the following equipment:

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

At the end of the employment relationship or termination of this remote work agreement, I agree to immediately return this equipment or reimburse the Company for the value of this equipment. Provided equipment shall be used for work related activities only.

I understand that the Company may monitor any equipment that is provided to me.

Please list your home residence/primary address where you will work (***this is subject to approval***):

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

**I have reviewed the Employee Remote Work Policywith my supervisor and understand its contents. I understand that this Policy may be altered or terminated at any time.**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_