

ABC Company Remote Work Policy

This Remote Work Policy is to be completed and signed by the employee and manager prior to participating in any remote work arrangement.

As a condition of working remotely, I understand and acknowledge the following:

General Guidelines/Conditions

- Working from home or other non-traditional work settings imposes additional responsibilities on me as an employee, as outlined in this document and others, or as may be prescribed by my manager.
- All company policies will continue to apply to me while I work remotely. If I have any questions about the application of a company policy in a remote work setting, I will raise them to my manager.
- Working remotely is a voluntary work arrangement and is not a condition of employment.
- Working remotely is subject to management approval based on business needs and can be modified or terminated if business needs change.
- Eligibility for working remotely is determined by whether job requirements and the business needs of co-workers and internal and external customers can be met working off-site.
- When requesting a remote work arrangement, employees must be able to demonstrate to their managers how the proposed arrangement will benefit the business.
- Employee should also have completed at least six months of employment, or have discussed the flexible work arrangement with their manager during the hiring process.
- Some jobs are not appropriate for remote working. Remote workers must be strong performers who deliver business results. Managers may elect not to approve a request for remote working based on the nature of the work or the employee's performance.

Home Office

- The cost of working remotely - office space, utilities, furniture, equipment, gas, personal auto use, home office supplies, internet access, etc. - will not be reimbursed.
- Employees that work from their home should designate a separate work area that is quiet, safe, secure, properly lighted, well ventilated and adequately wired for telecommunications and equipment. It is recommended that this work area not be used for other household activities. ABC Company reserves the right to inspect the home office to ensure it meets the remote work requirements defined in this policy.
- It is employee's responsibility to ensure that remote work environment is distraction-free and free from background noise during work time. If home distractions or background noise negatively affects the business or job performance, it may be cause for withdrawal of remote work privileges, disciplinary action and/or termination of employment.

Attention to Work Duties

- Remote working is not designated as a substitute for child, elder, or other dependent care and employees with care-taking responsibilities should make appropriate arrangements for their dependents to be supervised away from the work area during work hours.
- Remote workers are expected to work the same number of hours as in-office employees. The manager and remote worker should develop a schedule of work hours that meet business needs. The manager must approve any subsequent changes to this schedule.
- Remote workers are expected to come into the office for meetings or training sessions as required by management. ABC Company will not reimburse remote workers for travel expenses to and from headquarters at times when they cannot work from their remote work setting.

Liability and Insurance

- ABC Company will be responsible for work-related injuries in accordance with applicable state workers' compensation laws, but will be limited to injuries arising out of and in the course of the employee's approved remote working activities in the home office.
- The employee's own homeowner's/renter's policy should cover theft or damage to equipment owned by the employee and any personal liability for injury or damage caused to third parties for non-work-related accidents around the home.

Anticipated Remote Work Schedule (fill in below)

- Employee must have manager's written approval 7 days in advance for days not listed above.
- Employee must keep remote schedule updated in Company Calendar.

Ad Hoc Remote Work Schedule

- Ad hoc is defined as working remotely for a day or more with less than 7 days written notice.
- Ad hoc remote working must be approved by your manager as soon as possible based on the circumstance.
- Up to 5 ad hoc remote work days are available each calendar year. The amount of days available must be determined by your manager for your specific job.
- Employee must update the company calendar and notify all necessary team members immediately if they are using an ad hoc remote work day.

Summary

I fully understand the terms of remote work arrangement as outlined above. I understand that my manager may discontinue my participation at any time for any legitimate business reason. These include but are not limited to: 1) a change in business needs, 2) a determination by my manager that my remote work is not in the best interest of the business or 3) that the quality of my job performance is declining and/or not meeting expectations, or 4) failure to abide by the remote work guidelines.

I understand that a program re-certification may be required on an annual basis for as long as I continue to work remotely.

Employee Name, Signature and date: _____

Manager Signature and date: _____