

# Employee Remote Work Policy and Agreement

This policy outlines guidelines for employees who work from a location other than our offices. We want to ensure that both employees and our Company will benefit from these arrangements. All remote work must receive prior 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.

[OPTION] This remote work policy is only in effect due to the COVID-19 pandemic and public health guidelines strongly recommending work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

Permanent remote work employees should indicate their primary working address in this remote working agreement. In case of transfer or relocation, employees remote work capability will be assessed on a case-by-case basis.

Remote work does not change the terms and conditions of your employment with \_\_\_\_\_ [Company Name].

## Remote Working that Works

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

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

[Option] **Mandatory** meetings with your supervisor will occur \_\_\_\_\_ (e.g. every Wednesday or bi-weekly) at \_\_\_ am/pm via conference call, Skype, Zoom).

## Compliance with Policies

Our remote employees must follow all Company policies like their office-based colleagues. Examples of policies that all employees should abide by include, but are not limited to, the following:

- Attendance
- Social media
- Confidentiality
- Data protection
- Employee Code 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.

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## Time Worked

Your assigned work schedule is \_\_\_\_\_ (e.g. Monday-Friday 8 a.m. to 5 p.m.). You will work remotely \_\_\_\_\_ (every day, M/W/F, every other Friday, etc.) during your assigned hours.

Non-exempt employees must follow all applicable policies including, but not limited to, meal and rest breaks, requesting prior approval for overtime, and timekeeping. Off-the-clock work is prohibited under our policy.

## Equipment and Expenses

We will provide our remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable.) 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.

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
- 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.

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 will be returned to the Company, unless other arrangements have been made.

## **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:


Company policy relating to properly maintaining office equipment applies. 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.

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

**I have reviewed the Employee Remote Work Policy with 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: \_\_\_\_\_

Employee Address: \_\_\_\_\_

(where majority of remote work will be performed)