**Remote Work Policy**

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| Last Revision: | April 2020 |
| Associated Policies/Documents: | [reference or link to associated policies] |

**PURPOSE**

[Company Name] offers remote work as part of our daily business operations. Eligibility of remote work will depend on the [position, employee’s performance, etc.]. We value the remote work arrangement to promote work/life integration and flexibility for our employees while serving our customers.

**ELIGIBILITY**

Positions eligible for remote work are determined by [decision maker] and work location status is documented on the job description. Department leadership is responsible for providing the hardware, software, tools and performance metrics for job duties to be performed.

**EXPECTATIONS**

* All company rules, procedures and policies still apply in a remote work arrangement.
* With the focus on a remote work environment, leaders will discuss the daily work schedule, job duties, responsibilities, required check-ins and performance expectations with each remote work employee. The leader will provide a written summary of the expectations following the discussion. Flexibility during an emergency for both the remote employeeDe and the company is necessary.
* Dependent caregiving is not allowed during work hours.
* [Company Name] may require remote work employees to return to the office at any time.
* Terms and conditions of employment remain unchanged, except those identified in the [Remote Work Agreement].

**TECHNOLOGY**

[Company Name] will provide the appropriate equipment/hardware and software to essential employees.

Company issued equipment should be used for business purposes only. Using a home printer [is, is not] allowed. Remote work employees [are, are not] responsible for providing their own internet connection and use of their personal cell phone for business purposes. [Company Name] [will, will not] reimburse [up to $ monthly] for internet services and [up to $ monthly] for cell phone services.

**WORK ENVIRONMENT**

Remote work employee will establish an appropriate work environment within their home for work purposes. [Company Name] is not responsible for any costs associated with the home office setup. Remote work employees are responsible for having an ergonomic home office to minimize injuries and maintain productivity.

**SECURITY**

Remote work employees will continue to follow the organization’s information security policies and procedures. Protection of proprietary company and customer information is critical.