**Remote Work Policy - Emergency**

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

**PURPOSE**

In the event of an emergency such as a weather disaster, building evacuation or a pandemic, [Company Name] may allow or require [all, essential] employees to temporarily work from a remote location. Having a remote workforce allows us to ensure business continuity and serve our customers.

**ELIGIBILITY**

Essential employees are defined as the employees who ensure the operation of critical business functions and departments during an emergency. [Company Name] will work with department leadership to determine the essential and nonessential employees. Employees will be notified of their essential and nonessential status and provided the tools, resources and support necessary to be successful in their remote work duties.

**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 employee and the company is necessary.
* Dependent caregiving is allowed during work hours in an emergency situation.
* Emergency remote work employees should not assume the work arrangement to be permanent or long-term. [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-Emergency].

**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.