**Remote Work Policy (Telecommuting)**

*Please read the terms and conditions below, fill in the remote employee form, and return it to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Purpose**

Telecommuting is a work arrangement that allows employees to work from home or from some other off-site location for all or some of their regularly scheduled workday. Although not all jobs can be performed satisfactorily from remote locations, <COMPANY NAME> recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both <COMPANY NAME> and its employees.

This document contains the terms and conditions for telecommuting. It should act as a guide for both hourly and salaried employees and must be signed by the employee to acknowledge they read through and understand the details herein.

**Terms and Conditions:**

1. **Eligibility.**
* Not all jobs can or should be performed from off-site locations. An employee may be eligible to work remotely if their responsibilities can be met using provided tools, they’ve proven to be trustworthy, disciplined and self-motivated, have displayed exceptional time management skills and have been given permission by <COMPANY NAME/COMPANY REPRESENTATIVE>.
1. **Professionalism, rules, and policies.**
* While working remotely, employees must adhere to all the conditions in the <COMPANY NAME> Employee Handbook. All <COMPANY NAME> policies around conduct, confidentiality, PTO, etc., continue to apply, regardless of location. Please refer to your <COMPANY NAME> Employee Handbook for instructions or policy questions.
* Telecommuting should not impact the traditional workday or the productivity expectations of the remote staff member. While having greater schedule flexibility as a remote employee, telecommuting should never serve as a substitute or an alternative to providing home schooling, daycare, child, or adult care. At <COMPANY NAME>, work/life balance and family are a top priority. However, if children or adults in need of primary care are in the remote work location during employees’ core work hours, arrangements for age appropriate level of care shall be set prior to employees start date of telecommuting.
* <COMPANY NAME> recognizes that on occasion, there may be circumstances that would require an employee to do things during business hours other than tasks associated with their employment. On these occasions, employees are required to request approval from their manager. Such instances should be rare.
* <COMPANY NAME> is heavily dependent on making positive impressions. The use of video conferencing technology always requires the remote staff member to be prepared to make or receive a video conference call. As such, the workspace will need to be professional and free of distractions such as outside noise, inappropriate background images, political jargon or images, or insensitive material.
1. **Work expectations.**

Developing arrangements tailored to employee and <COMPANY NAME> needs may be made as necessary; however, the following basic expectations must be met:

* The core work week for a full-time regular employee is <sample: 40 hours, Monday through Friday from 8:00 am – 5:00 pm>.
* Employees must be able to carry out the same duties, assignments, and other business goals at their home or remote office as they do while working on <COMPANY NAME>’s premises.
* Employees must be available to their co-workers during core work hours. While working remotely, employees must arrange for an uninterrupted working space, being able to limit external distractions.
* When in the <COMPANY NAME> office, it is required for administrative employees to answer phone calls within 3 rings. The same should be adhered to while working remotely.
* Employees must be available to attend scheduled meetings and participate in other required office activities from their remote office as required.
* Employees working remotely must provide full visibility of their calendars to their manager. Tasks, meetings, projects, etc., should be added daily to calendars.
* When working remotely, it is extremely important to maintain immediate notations of interactions with <COMPANY NAME> members in the <COMPANY NAME> CRM. This will assist in eliminating duplication of efforts and will aid in keeping staff on top of daily tasks.
* Performance will be measured weekly, focusing on the same goals and metrics that apply to work done in the office.
* <COMPANY NAME> does not provide employees working remotely with office furnishings for their offices. Employees are responsible for equipping and maintaining their remote offices so that they can accomplish their work in an efficient and expeditious manner.
* At the discretion of <COMPANY NAME>, an employee may be supplied with <list here…example: computer or other equipment> for working remotely as well as office supplies such as paper or writing utensils. Supplied computers are not intended for personal use. Approved business software and associated peripherals will be allowed. Cyber and surge protection shall be running whenever in use.
* <COMPANY NAME> is not obligated to assume responsibility for operating costs, remote office maintenance, or other costs incurred by employees in the use of their homes as a remote work location.
* Employees are expected to dress in the same manner they would if on the <COMPANY NAME> premises. <COMPANY NAME> expects you to maintain a professional appearance during working hours even if you are only visible virtually to co-workers, members, or prospects. Employees are expected to be well groomed in appearance, business casual clothing that has no logos other than industry related ones, and clothing that is not provocative or too revealing. Please refer to your <COMPANY NAME> Employee handbook for additional information under dress code.
1. **Communication.**
* Full time employees are to be online and accessible during <COMPANY NAME>’s core 8-hour workday, Monday through Friday, unless employee is in a part-time position or using PTO. Employees are expected to check-in with their managers at least once per day.
* Any correspondence from a co-worker, <COMPANY NAME> member or prospect, must be answered as quickly as possible. Tools have been provided for communicating with team members and collaborating on projects.
* Meetings will be scheduled throughout the week for employees to share and keep the team abreast of goals and projects.
1. **Insurance and liability.**
* Eligible employees working remotely will receive full company benefits including health insurance. Employees are advised to choose a safe and secure location to work from, and to maintain high levels of safety.
* <COMPANY NAME> assumes no responsibility for injuries occurring in the employee's remote work location outside the agreed upon work hours, or for injuries that occur during working hours but do not arise out of and in the course of employment. <COMPANY NAME> also assumes no liability for damages to employee’s real or personal property resulting from participation of working remotely.
* Workers' compensation coverage is limited to designated work areas in employees' homes or remote work locations. Employees agree to practice the same safety habits they would use in the office as they would in their remote work locations. Employees must follow normal procedures for reporting illness or injury.
1. **Security.**
* As per the Employee Handbook and the confidentiality agreement signed by the employee upon employment, securing data and association information should be of utmost concern. Any breaches in security protocol can lead to disciplinary action. Cybersecurity measures have been put in place.
1. **Compensation.**
* No changes will be made to an employee’s salary due to a working remotely at a full-time status. Employees working remotely remain eligible for promotion and skills development programs.
1. **Other Requirements/Restrictions**.
* <COMPANY NAME> has the right to cancel or suspend employee remote work privileges at any time for any reason or for no reason. Employees will be given at least 1-day notice to return to office.
* All full-time employees must report any and all employment outside of <COMPANY NAME>. Failure to disclose or misrepresent outside employment may result in disciplinary action, up to and including termination.  Please refer to <COMPANY NAME>’s employee handbook for further questions. Part-time employees must request approval from <COMPANY NAME>’s Executive Director or Director of Operations for any outside employment and adhere to the conflict of interest provisions.
* Only <COMPANY NAME> approved software can be downloaded to <COMPANY NAME> provided computers and equipment. If additional software is needed, it should be requested through written documentation prior to downloading. The request will be considered and responded to in a timely manner by <COMPANY NAME>’s Executive Director or Director of Operations.

**Remote Employee Form**

**1. Employee Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Remote Work Area:**

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workspace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 YES NO

* Is the workspace free from excessive noise? \_\_\_ \_\_\_

* Is the workspace private and free from intrusion? \_\_\_ \_\_\_
* Is there reliable and secure internet access? \_\_\_ \_\_\_

**3. Equipment:**

Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4. Authorization:**

I have read, fully understand, and accept the terms and conditions described in this document. I understand and agree with all the expectations, duties, obligations, and responsibilities discussed in the document.

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

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_