

Remote Work Policy Sample

ExampleCo Telework Policy

1. Purpose

ExampleCo is committed to building a culture of flexibility. To this end, ExampleCo has established a teleworking policy for U.S.-based employees. Teleworking is a flexible work arrangement that provides mutual benefit to the company and to the employee.

2. Policy

2.1 Definition of Teleworking

Teleworking is a flexible work arrangement (FWA) that enables employees to engage in office-type work at home or another work site instead of at their designated office locations for up to two days per week.

Teleworking is a voluntary work arrangement and is not a condition of employment at ExampleCo.

Teleworking arrangements are only available at management discretion for legitimate business purposes and may be modified or removed without notice at any time.

Teleworking utilizes advanced networking technology to connect employees with their work databases, supervisors, other ExampleCo employees, and their internal and external customers.

2.2 Eligibility

Teleworking is a form of FWA and therefore subject to management approval based on business needs, and can be modified or terminated if business needs change.

Eligibility for teleworking 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 teleworking arrangement, employees must be able to demonstrate to their managers how the proposed arrangement will benefit the business.

Employees must have a performance rating of “Meets Expectations” in the most recent performance cycle. Employees 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 teleworking. Teleworkers must be strong performers who deliver business results. Managers may elect not to approve a request for teleworking based on the nature of the work or the employee’s performance.

3. Process and Roles

One of the most important responsibilities of managers and employees is to involve co-workers and clients in the process and incorporate their input into the FWA agreement. HR provides support throughout the process, serving as resources to help employees and managers understand the FWA options, apply them to the situation, structure agreements, and monitor the success of the FWA. Managers are responsible for maintaining for their own records a copy of the agreement in the file that they maintain for the employee, and for reviewing and updating the agreement data regularly.

Employees who are newly hired or transferred into roles or departments where an FWA was and will continue to be in effect must complete a new FWA agreement.

4. Hours of Work and Location

4.1 Work Hours

Teleworkers are expected to work the same number of hours as in-office employees. The manager and the teleworker should develop a schedule of work hours that meets business needs. The manager must approve any subsequent changes to this schedule.

Teleworkers are expected to come into the office for meetings or training sessions, as required by management. ExampleCo will not reimburse teleworkers for travel expenses to and from headquarters at times when they cannot work from their home or satellite offices.

4.2 Home Office

Employees who agree to 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. ExampleCo reserves the right to inspect the home office to ensure that it meets the teleworking requirements defined in this policy.

4.3 Dependent Care

Teleworking 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.

5. Implementation Plan

An employee considering a teleworking arrangement should first discuss the options with his or her manager. Employees working in any FWA must complete a written proposal and have a written agreement in place, establish fixed schedules, and communicate those schedules to others in the workplace and to clients, as appropriate.

6. Use of Company Equipment

The cost of teleworking—office space, utilities, furniture, equipment, gas, personal auto use, home office supplies, Internet access—for employees with assigned office space at ExampleCo will not be reimbursed.

Employees considering teleworking must ensure high-speed Internet access from their home computer or through company-provided equipment. ExampleCo will not provide support for personal computers or high-speed access. Teleworkers should utilize equipment and install software packages on an ExampleCo computer only in accordance with current company policy. For more information on ExampleCo IT policies, go to the Policies section on ExampleCo intranet site.

7. Liability and Insurance

ExampleCo will be responsible for loss or damage to the company's equipment used in the home office, if it is incurred in the ordinary course of business.

ExampleCo 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 teleworking activities in the home office.

The employee's own homeowner'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.

Employees with additional insurance concerns should contact their own insurance carriers or agents.

8. Taxation

A teleworker may generally not claim the home office as his or her principal place of work, because ExampleCo's telecommuting policy limits work outside the office to two days per week. A teleworker should consult a personal tax advisor to determine (1) any tax implications of maintaining a home office, and (2) any changes to state or local income tax due to working at home. Teleworkers are responsible for tracking the days that they work from their home offices for individual tax purposes.