

Company Policy: Remote Work Guidelines

Overview:

Our company supports flexible remote work arrangements for all employees.

Eligibility:

All full-time employees are eligible for remote work. Part-time employees must have manager approval. New hires must complete 3 months probation before remote work eligibility.

Equipment:

Company provides laptop and monitor for remote work. Employees receive \$500 annual stipend for home office setup. VPN access is mandatory for all remote connections.

Work Hours:

Core hours: 10 AM - 3 PM local time (must be available). Flexible scheduling outside core hours. Minimum 40 hours per week required for full-time employees.

Communication:

Daily standup at 10 AM via video call. Slack response time: within 1 hour during core hours. Weekly team meeting on Fridays at 2 PM.

Performance Evaluation:

Remote employees evaluated on deliverables, not hours. Monthly 1-on-1 with manager required. Quarterly performance reviews.