**Telecommuting/Remote Work**

**Effective Date: xx/xx/xxxx**

**Revision Date: xx/xx/xxxx**

[Company Name] is committed to meeting the needs of our employees and will support flexible work arrangements where possible. As such, telecommuting arrangements may be made on an as needed basis or established as part of a regular schedule.

Although we promote flexible working arrangements, we expect and encourage employees to spend time working in the office as much as possible. This ensures employees are easily accessible to clients and customers, and helps maintain teamwork and collaboration.

All telecommuting arrangements require written approval from the employee’s supervisor. The following guidelines should be followed:

* Employees should make arrangements with their supervisor at least one week prior to telecommuting.
* Employees must provide contact information and remain easily accessible during scheduled work hours.
* Employees are expected to be focused on [Company Name] business throughout the workday, to the same extent as when they are at the worksite.
* Employees must complete their work assignments, and communicate with their supervisor and others regularly and as needed, to the same extent as when they are at the worksite.
* Employees must contact their manager as soon as possible when losing internet connectivity.
* Employees must have a dedicated space for work that is free of safety hazards and distractions.
* Employees who work remotely are expected to abide by the same rules that apply to the workplace during work hours, including rules that apply to alcohol and drug use.
* During virtual meetings, employees are:
  + Expected to follow the dress code that would apply if they worked at the worksite.
  + Encouraged to use video and to mute audio when not speaking.
  + Discouraged from eating while their video or audio is turned on.

[Company Name]’s timekeeping guidelines and rules apply to remote work as they do for work at the worksite. For fully remote employees, the wage and hour laws of the state in which the home office is located will apply.

All hardware (laptops, tablets, other) provided for remote work is the property of [Company Name]. Wherever possible, [Company Name] hardware should not be taken out of an employee’s remote work location, nor should it be lent to, or accessed by, anyone but the employee.

Employees who work remotely on a full-time basis may be required to visit or work in an office or other locations for meetings, training classes, seminars and events as required by their managers. They may also be required by their managers to work periodically at an office (or other location) to meet business requirements. Failure to report to the office or other assigned locations as required could result in revocation of the remote work arrangement and/or discipline, up to and including termination of employment.

This policy is not intended to diminish or replace any entitlement employees have to a flexible work arrangement under federal, state or local laws. While [Company Name] does not guarantee that your telecommuting request will be granted, the [Company Common Name] will abide by all applicable laws when reviewing telecommuting requests.

Questions regarding this policy should be directed to your immediate supervisor or to the [HR Contact Title].