TechLance Work from Home Policy

Introduction

TechLance recognizes that flexible work arrangements have become increasingly important for employee satisfaction, productivity, and work-life balance. Our work from home policy is designed to support both individual employee needs and business objectives while maintaining our collaborative culture and high performance standards. We believe that when implemented thoughtfully, remote work can enhance creativity, reduce commute stress, and allow employees to work in environments where they're most productive.

This policy establishes clear guidelines for remote work opportunities while ensuring that all employees, whether working on-site or remotely, can contribute effectively to team goals and maintain strong working relationships. We've designed our approach to be flexible enough to accommodate diverse work styles and personal circumstances while maintaining the structure necessary for successful business operations.

Remote work at TechLance isn't simply about working from a different location; it requires intentional communication, strong self-management skills, and a commitment to maintaining professional standards regardless of where work is performed. We expect all remote workers to uphold the same performance expectations and professional behavior as their on-site colleagues.

Eligibility and Role Requirements

Not all positions at TechLance are suitable for remote work, and eligibility depends largely on the nature of your role and responsibilities. Positions that are fully remote-eligible include software developers, data analysts, UX/UI designers, technical writers, customer success managers, sales representatives, and marketing specialists. These roles typically involve work that can be

performed independently with digital tools and don't require physical presence for daily operations.

Hybrid-eligible roles include project managers, product managers, HR specialists, finance analysts, and business development positions. These roles may require periodic on-site presence for meetings, collaboration sessions, or specific tasks, but much of the work can be accomplished remotely. Employees in hybrid-eligible roles work with their managers to determine the most effective balance of remote and on-site work.

Some positions require regular on-site presence due to the nature of the work. These include network infrastructure roles, physical security positions, facilities management, and executive leadership roles. Executive leaders are expected to maintain on-site presence at least three days per week to ensure effective leadership visibility and team coordination.

Beyond role eligibility, employees must meet certain performance and tenure requirements to be approved for remote work. You must have completed at least six months of employment with TechLance and maintained a performance rating of "Meets Expectations" or higher in your most recent review. Additionally, you must have a clean attendance record with no unexcused absences in the past 90 days and complete our "Remote Work Success" training module.

Remote Work Arrangements

TechLance offers several types of remote work arrangements to accommodate different needs and job requirements. Full-time remote work allows employees to work from home five days per week, though this arrangement typically requires quarterly in-person team meetings and attendance at annual company events. Employees may also need to travel occasionally for client meetings or special projects.

Hybrid schedules are more common and offer various configurations. The most popular is a 3/2 split with three days in the office and two days remote, though some roles may accommodate a 2/3 split with only two days in the office. Flexible hybrid arrangements allow the split to vary by week based on business needs and project requirements. Teams often establish core days when everyone is expected to be in the office for collaboration and meetings.

For employees who don't have formal remote work agreements, occasional remote work is available for up to two days per month. This option is useful for personal appointments, weather-related issues, home repairs, or other circumstances that make commuting difficult. Occasional remote work requires manager approval, preferably with 24 hours advance notice, though same-day approvals may be granted for unexpected situations.

All remote workers must be available during core collaboration hours, which are 10:00 AM to 3:00 PM Pacific Time and 1:00 PM to 6:00 PM Eastern Time. These hours ensure that team members across different time zones can participate in meetings and collaborative work sessions effectively. Some flexibility in early morning or late evening hours may be arranged with team agreement and manager approval.

Geographic and Legal Considerations

Remote work at TechLance is currently limited to locations within the United States due to tax, legal, and data security requirements. Employees must maintain a permanent address on file and notify HR of any changes to their primary work location. Working from different states occasionally is generally acceptable for short periods, but extended stays may have tax implications that need to be addressed.

If you're considering a permanent move to a different state while maintaining remote work, you must discuss this with HR before relocating. Some states have different tax withholding requirements, and we need to ensure compliance with all applicable employment laws. International travel while working remotely requires advance approval and coordination with both your manager and HR to address potential legal and security issues.

Employees are responsible for understanding and complying with tax obligations in their work state, and TechLance will withhold taxes according to your work location. If you regularly work from multiple states, additional tax complexity may arise, and you may want to consult with a tax professional to understand your obligations.

Equipment and Home Office Setup

TechLance provides a comprehensive equipment package for remote workers, including a laptop (MacBook Pro or Windows equivalent), a 24-inch external monitor, wireless keyboard and mouse, webcam, headset, and a USB-C hub with necessary connections. The total value of this equipment package typically ranges from $2,500 to $3,000, and all equipment remains the property of TechLance.

Additional equipment may be available upon request and manager approval. This includes ergonomic chairs (up to $400 reimbursement), standing desks (up to $600 reimbursement), appropriate lighting for video calls, and privacy screens for laptop security. We want to ensure that remote workers have comfortable, productive work environments that support their health and job performance.

Your home office must meet certain standards to ensure productivity and professionalism. You should have a dedicated workspace that's separate from your bedroom and provides adequate lighting for video calls and daily tasks. Reliable internet service is crucial, with minimum speeds of 25 Mbps download and 5 Mbps upload, along with a backup internet option such as a mobile hotspot.

We provide monthly stipends to help offset the costs of remote work. Internet service is reimbursed up to $75 per month with receipt submission, and mobile phone costs are covered up to $50 per month for the business portion of your service. Additionally, we provide a $500 annual allowance for home office furniture and improvements, plus $200 annually for productivity software and peripherals.

Security and Technology Requirements

Working remotely requires strict adherence to cybersecurity protocols to protect both company and client data. All remote workers must use the company VPN for any work-related activities and maintain current password managers for all business accounts. Two-factor authentication is required on all business systems, and all devices must be kept updated with the latest security patches.

Your home Wi-Fi network must use WPA3 encryption or the highest security level available on your router. All work files must be stored in approved cloud services rather than on personal devices, and no confidential company data should ever be stored on personal computers or devices. Physical security is also important – you must lock your devices when stepping away and store all company equipment securely when not in use.

When company equipment reaches the end of its useful life or when employment ends, all devices must be returned to TechLance for proper data wiping and disposal. This ensures that no company information remains on devices after they leave our control.

Performance Expectations and Communication

Remote work requires enhanced communication skills and self-management abilities. We expect all remote workers to post daily goals and priorities in their team channel by 10:00 AM and provide regular updates on project progress and any obstacles they encounter. Communication about schedule changes or unavailability must be immediate and clear.

Weekly one-on-one meetings with your direct manager are mandatory for all remote workers, providing opportunities to discuss progress, challenges, and support needs. Participation in all scheduled team meetings is expected, and you should actively engage in video calls rather than simply attending passively. Monthly performance reviews focus specifically on remote work effectiveness and provide opportunities to make adjustments as needed.

Remote workers must maintain the same productivity and quality standards as their on-site colleagues while documenting their work more thoroughly than might be necessary in a traditional office setting. This includes daily work logs, detailed project documentation, and regular contributions to team knowledge bases.

We use a variety of collaboration tools to support remote work, including Zoom for video meetings, Slack for instant messaging, Asana or Jira for project management, and Google Workspace or Microsoft 365 for file sharing and collaboration. All remote workers are expected to maintain professional video presence during meetings, use appropriate backgrounds, and minimize distractions during calls.

Trial Periods and Ongoing Evaluation

All new remote work arrangements begin with a 90-day trial period that includes monthly check-ins with your manager to assess how the arrangement is working for both you and the team. During this trial, we'll evaluate your ability to maintain productivity, communicate effectively, and collaborate successfully with colleagues.

Remote work success is measured by several factors including self-management skills, proactive communication, effective collaboration with team members, achievement of goals and deadlines, and continued professional development. We also monitor for potential challenges such as isolation, work-life balance issues, and maintaining strong relationships with colleagues.

If issues arise during the trial period or ongoing remote work arrangement, we'll work together to address them through additional support, training, or adjustments to the arrangement. In some cases, returning to on-site work may be necessary if remote work isn't effective for the specific role or individual circumstances.

Remote work agreements are reviewed annually as part of the performance review process, and changes in role responsibilities, team structure, or business needs may require modifications to remote work arrangements. We're committed to finding solutions that work for both employees and the business, but remote work is always subject to operational requirements and team effectiveness.

This work from home policy reflects our commitment to providing flexible work options while maintaining high standards for performance and collaboration. We believe that successful remote work requires clear expectations, strong communication, and ongoing support from both managers and colleagues. By working together, we can create remote work arrangements that benefit everyone involved.

Frequently Asked Questions

Can I work from home occasionally without a formal remote work agreement? Yes, you can work remotely up to two days per month with manager approval and advance notice for situations like appointments, weather issues, or home repairs.

What happens if my internet goes out while working from home? You should have a backup plan such as a mobile hotspot or nearby location with reliable internet. Notify your manager immediately and transition to your backup internet solution.

Can I work from a different state while traveling? Short-term travel (under 30 days) is generally acceptable with manager approval, but longer stays require HR consultation due to potential tax and legal implications.

Who pays for my home office setup? TechLance provides core equipment and offers reimbursement allowances for ergonomic improvements, internet service, and office supplies. You're responsible for basic furniture and utilities.

What if my manager doesn't approve my remote work request? Managers must provide specific business reasons for denial. You can discuss concerns with HR or request a trial period to demonstrate that remote work can be effective in your role.

How do I handle time zone differences if I move? You must maintain availability during our core collaboration hours regardless of your location, which may require adjusting your personal schedule to accommodate team needs.

Can I work from coffee shops or coworking spaces? Occasional work from public spaces is acceptable for less sensitive tasks, but regular work should be from your designated secure home office to protect company information.

What happens if my performance declines while working remotely? Your manager will work with you to identify issues and create an improvement plan, which may include additional support, training, or temporarily returning to on-site work.

This policy is effective immediately and may be modified based on business needs, legal requirements, or operational changes. Remote work arrangements are subject to ongoing evaluation and may be adjusted or terminated with appropriate notice based on performance or business requirements.