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|  | Hybrid/Remote Work Policy Template |  |  |

## **Remote work policy template**

### **Purpose**

This remote work policy establishes guidelines for employees who work from a location other than our [office, building, worksite, etc.].

Remote work can [list of benefits remote work will bring to your business — e.g., improve productivity, reduce office and parking space, reduce traffic congestion, enhance work/life balance, protect the health and safety of employees during COVID-19].

***[Optional]*** This remote work policy is in effect due to COVID-19 and public health guidelines recommending remote work when possible. This policy is subject to change and may be discontinued at will and at any time as public health guidelines or business needs evolve.

### **Scope**

This remote work policy applies to [all full-time and part-time eligible employees, all U.S.-based employees who have worked at the company for at least three months, etc.]. It does not apply to [contractors, part-time employees, interns, temporary employees, etc.].

### **Eligibility requirements**

***[Option 1: If your business is fully remote]***

All employees are required to work remotely on a [temporary or permanent] basis. Employees [can work anywhere in the world, must remain in a certain city or state, must request approval before relocating, etc.].

***[Option 2: If your business is partially remote]***

Not all positions are appropriate for remote work.

Positions that may be considered for remote work arrangements must meet the following criteria:   
 [Bulleted list of factors used to determine remote work eligibility]

* …
* …

Positions that are not eligible for remote work include [list of ineligible positions, either by role titles or broad job categories].

To request approval for remote work, eligible employees must [outline steps in the approval process].

### **Work expectations and schedule**

Employees who work remotely are expected to:

* [List of availability and responsiveness expectations — e.g., have regularly scheduled and approved work hours, be fully accessible during core hours of 9am-11am CST, respond to critical emails within 1-2 hours, etc.
* …]

Team members and managers should [frequently meet to discuss progress and results, have weekly 1:1 meetings over Zoom, check in on a daily basis via Slack or email, etc.].

In accordance with the [Fair Labor Standards Act (FLSA)](https://www.dol.gov/agencies/whd/flsa), non-exempt employees who work remotely are required to strictly adhere to required rest and lunch breaks, and to accurately track and report their time worked using [Company Name]’s time-tracking system. Non-exempt employees must also obtain prior written approval from their supervisor before working any overtime.  
 

### **Equipment and supplies**

***[Option 1: If your business provides equipment]*** We will provide remote employees with [list of equipment, tools and supplies — e.g., laptops, headsets, cellphones, paper, printers] that are essential to their job duties. Equipment supplied by [Company Name] is to be used for business purposes only.

***[Option 2: If your business reimburses employees for equipment]*** We will reimburse employees for [list of equipment, tools and supplies — e.g., laptops, headsets, cellphones, paper, printers] that are essential to their job duties. Employees must submit a request for reimbursement through their manager. Employees may also have the opportunity to use their personal electronic devices for work purposes with prior written approval.

***[Optional]***

* [Company Name] is not responsible for expenses associated with working at home, including heat, electricity, internet or phone service.
* [Company Name] will grant remote employees a [dollar amount] stipend to pay for expenses associated with working at home, including heat, electricity, internet and phone service.

### **Technical support**

[Company Name] provides [level of tech support — e.g., 24/7, during business hours]. Remote employees experiencing technical difficulties should [submit an IT ticket, call tech support, attend tech support office hours via Zoom, etc.].

### **Workspace safety guidelines**

Remote employees are expected to keep their workspace free of safety hazards. To ensure employee health and safety, we advise our remote employees to:

* [Bulleted list of guidelines for employees to follow when setting up their workspace — e.g., use surge protectors, keep walkways clear, install sufficient lighting
* …
* …
* …]

***[Optional]*** Employees must have their remote work environment approved prior to working from home. [Outline workstation approval process — e.g., employees must submit a floor plan, complete a safety checklist, etc.].

In the event of a work-related illness or injury, remote employees should follow normal incident reporting procedures.

### **Security and confidentiality**

Remote employees are expected to take proper measures to ensure the protection of company data, proprietary information and assets. Employees must:

* [Bulleted list of security and confidentiality measures for remote employees to follow — e.g., use a VPN, password-protect all equipment, keep confidential documents in locked filing cabinets, refrain from using public Wi-Fi
* …
* …
* …]

### **Compliance with Policies**

Our remote employees must follow our company’s policies like their office-based colleagues. Examples of policies that all employees should abide by are:

* …
* …
* …

### ***[Optional]* Travel requirements**

Remote employees will be required to attend [annual company retreat, bi-monthly meetings, etc.] in person. Travel expenses will be reimbursed as outlined in [Company Name]’s travel policy.

### **Compensation**

**[Option 1: If compensation remains the same when employees relocate]** No changes will be made to an employee’s base compensation if they work remotely, regardless of their location. Remote employees will be eligible for merit raises and promotions based on company policy and performance reviews.

**[Option 2: If compensation may be adjusted when employees relocate]** If an employee relocates, base compensation for remote workers may be adjusted based on [local cost of living, where employees live, etc.]. Remote employees will be eligible for merit raises and promotions based on company policy and performance reviews.  
 

### **Employee Responsibilities**

Failure to fulfill work requirements or adhere to policies and procedures while working remotely may result in [termination of remote work agreement, performance improvement plan (PIP), termination, etc.].

### **Remote working that works**

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

* Choose a quiet and distraction-free working space.
* Have an internet connection that’s adequate for their job.
* Dedicate their full attention to their job duties during working hours.
* Adhere to break and attendance schedules agreed upon with their manager.
* Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

*EAP Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. We do not assume any legal liability that may arise from the use of this policy.*