**TELECOMMUTING POLICY TEMPLATE**

## **Introduction**

[Company] established this policy to serve as a guide for employees who work remotely. It will not address every possible situation, so please reach out to the appropriate [Company] resource (for example, your manager or Human Resources representative) if you have questions or concerns.

A telecommuter is an employee who works for [Company] from a home, or another remote office, for some part of the regularly scheduled workweek. Telecommuting does not change the basic terms and conditions of employment with the Company.

All [Company] employees, including telecommuters, are expected to comply with [Company] policies and procedures.

Telecommuting may be a viable alternative approach to fulfilling [Company]’s work requirements. It is not an employee benefit that creates a right to telecommute. The option to allow employees to telecommute remains at [Company’s] discretion

## **Scheduled Workweek**

A telecommuter’s regularly scheduled workweek is Monday through Friday, \_\_\_\_ a.m. to \_\_\_\_ p.m. The telecommuter must agree to be accessible during these hours. Any changes to the telecommuter’s work schedule must be approved by the employee’s manager.

**Hourly/Non-exempt Employees**

A telecommuter who is classified as overtime non-exempt must:

* + complete a daily timesheet,
	+ log in to the [Company] network at the start of their shift,
	+ log out of the [Company] network at the conclusion of the workday,
	+ take all required meal and rest breaks and
	+ obtain pre-approval to work overtime.

Unauthorized overtime work, failure to take required breaks, and failure to keep accurate time records are violations of company policy and may result in disciplinary action.

**Salaried/Exempt Employees**

Overtime exempt/salaried employees will periodically complete a questionnaire describing the nature of the work they are performing and the percentage of their time spent on certain tasks.

## **Workplace**

The telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and complies with occupational safety and health standards, rules, and regulations.

The telecommuter is also responsible for setting up and maintaining an ergonomically appropriate workstation. Employees who need help setting up their home work station should contact the [Company representative responsible for ergonomics contact information].

To confirm that employees maintain safe working environments, [Company] reserves the right to inspect a telecommuting employee’s home work area, including any equipment the employee is using for work, regardless of whether [Company] or the employee is the owner of the equipment.

## **Equipment**

[Company] will provide telecommuters with the equipment necessary to perform their job requirements. All office equipment, supplies, and software supplied by [Company] will remain the exclusive property of [Company]. Employees will be liable for lost or damaged items, regardless of fault, that are under the employee’s care and control and exceed normal wear and tear. [Company] will maintain and service its equipment at [Company]’s expense. All communication transmitted using [Company]’s equipment is not private and is subject to review by [Company].

Office equipment, supplies, and software supplied by employees will remain the employee’s property. [Company] is not liable for such items if they are lost or damaged while in the care and control of telecommuting employees.

**Limitation on Liability**

[Company] will not be liable for any losses or damage to an employee’s home due to participation in the telecommuting program or any other cause.

**Reimbursement**

[Company] is not responsible for telecommuting costs beyond those specifically identified in the Telecommuting Agreement. It will reimburse for approved expenses incurred while conducting business for [Company] according to the expense reimbursement policy and procedures.

**Pay**

Telecommuting employees are paid in the same manner as if they were not telecommuting.

**Leave**

Employees must request and obtain approval for time off and leave in the same manner as if they were not telecommuting.

**Security Measures**

Employees are expected to follow [Company]’s policies and procedures designed to protect [Company]’s records and assets. All work conducted at a remote work area will be treated as work produced at [Company]’s primary location and is the property of [Company]. Employees must safeguard all physical records, computer files, and correspondence, and back up and save computer files regularly.

**Caregiving Arrangements**

Telecommuting doesn’t eliminate the need for caregiving arrangements during work hours. To the greatest extent possible, employees should continue to make care arrangements for their dependent family members to minimize disruptions to the workday.

**Modifications; Reasonable Accommodation**

An employee who requests a modification to this telecommuting agreement as a reasonable accommodation for a disability should follow [Company]’s reasonable accommodation request procedure available at [link or information where the employee can obtain reasonable accommodation request procedure and paperwork].

**Termination**

Employee failure to comply with the terms and conditions of this policy may, at [Company]’s sole discretion, result in the termination of the employee’s telecommuting agreement. If the telecommuting arrangement is terminated, the employee must return all equipment, work product, papers, and records that are the property of [Company] within one week of termination.

**Pandemic Considerations**

[Company] acknowledges that, during a public health crisis, working in an office environment can be a particular challenge for certain employees. Employees with health conditions that would put them in a vulnerable position, mental health conditions that public health crisis may exacerbate, or employees required to step into a caretaker role at home may be eligible for special accommodations when telecommuting. [Company] encourages any individuals who may require special accommodations to contact [HR department or specialist contact information] to discuss their options.