

Temporary Remote Work Procedure [Sample]

For the purpose of cold & flu season and continuing to monitor COVID-19 during the dates of **[date]** - **[date]**, flexible work arrangements, referred to as telecommuting or working remote, will be granted to certain employees. The following procedure outlines the guidelines regarding this policy and the Company's expectations regarding this type of work.

Remote work is the concept of working from home or another location on a permanent or temporary basis. Remote work is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the organization. The Company has the right to refuse to make remote work available to an employee and to terminate a remote work arrangement at any time.

Temporary Remote Work

Employees that are granted temporary privileges will not be asked to establish a home office; however, they will be responsible for the security of their company equipment and data. Temporary remoting is more widely accessible but is at the discretion of the manager, department, and Company.

Equipment

The organization will repair and maintain any equipment loaned to the remote worker by the organization. The employee is responsible for following IT department guidelines for equipment use. The employee is financially responsible for any intentional damage to equipment, damage resulting from gross negligence by the employee or other person in the employee's household, or damage resulting from a power surge when no surge protector is used.

Working Remote Privileges

Employees are only permitted to work from home if approved for a remote work arrangement and with prior permission from their supervisor or if a company mandate has been put in place.

Flexible work arrangements, such as working remotely, are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to be approved:

- The employee must have a satisfactory attendance record.
- Meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery. In addition, this arrangement must be in the best interests of the department, the Company, and employee.

- Working remote, if approved, will be reviewed as often as the supervisor deems necessary to ensure continued success. Any alternative work arrangements may be canceled for any reason by management.

Eligibility

- To determine whether an employee's request for a flexible work arrangement is appropriate, the supervisor must assess the impact and the outcome in terms of production, quality, and absenteeism, and if this would be the best interests of the department, the Company, and employee.
- In addition, supervisors should know the specific work to be performed and the projected amount of time expected. If the work at home will cause a nonexempt employee to work enough hours per day or week to become eligible for overtime under federal and state law, then the supervisor should consult the overtime policy before granting permission.

Guidelines

Remote work privileges do not change the conditions of employment or required compliance with policies. If there are any questions regarding the application of a company policy in a remote work setting, please contact [*HR or a supervisor*] directly.

Employee salary, benefits, workers' compensation, PTO annual leave, and employee insurance shall not change due to remote work. Likewise, the duties, obligations, and responsibilities of remoting employees remain unchanged.

If an employee suffers a work-related injury while working remotely, it is their responsibility to promptly notify the Company, in addition to taking all necessary steps and completing all necessary documents to file a report of the injury. Note that workers' compensation only applies if employees are injured while performing work-related activities. It is only applicable in the designated workspace and does not cover the remote worker's entire home.

It is the employee's responsibility to ensure that their work environment is distraction-free and free from background noise during work time. If home distractions or background noise negatively affects the business or job performance, it may result in disciplinary action.

Performance expectations remain the same regardless of where an employee is working. All expectations for working remotely are the exact same as if you were in the office—you are working just like you would work in the office. If you have family or housemates, have a conversation with them so everyone understands to treat your presence as though you were at work.

It is the employee's responsibility to make arrangements with their co-workers and manager for coverage of on-site job demands that arise on remote days.

Remote work must not create problems for clients, projects, or co-workers.

Remote workers must be reachable, within reason, during the agreed upon hours.

It is an expectation that employees attend staff meetings, team meetings, committee meetings, and other meetings as required by their manager in the office unless arrangements with the manager have been made.

Remote work is working just as if you were in the office and is not to be used for things like home visits (inspections, etc.) and household chores (cooking, cleaning, laundry, etc.). In these cases, you need to take PTO or make arrangements with your manager.

Some departments may have additional requirements in order to participate in remote work, such as a trial period. Supervisors are responsible for communicating what these additional requirements are prior to approving remotng.

Enforcement

Any attempt to work at home without prior permission, with or without reporting such time, will result in disciplinary action in accordance with the company's policy. It is at the Company's discretion to approve, decline, or rescind remote work privileges at any time.

Temporary Remote Work Form [Sample]

By filling out the form below, you acknowledge that you have received and reviewed the Policy and agree to each of the expectations.

FIRST NAME: _____

LAST NAME: _____

DATE: _____

Please note: This is not intended as legal advice. It is only an example of a temporary remote work policy during the pandemic.