

Remote Work Policy

Location:
Effective Date:
Revision Number:1

Purpose

This policy establishes the guidelines [C_Officialname] will use to select and manage those employees approved to work remotely.

Scope

This policy applies to all [C_Officialname] employees authorized to work remotely as a primary job function. This policy also includes those employees who are temporarily allowed by their managers to work from home or other locations due to extenuating circumstances, such as cases of public emergency and/or in compliance with public health guidance for contagious diseases.

POLICY GUIDELINES

Definitions

Telework refers to an arrangement where an employee works from home or from another location away from the usual workplace. Depending on the details of the arrangement, telework constitutes either a portion of the employee's work time or all of it. Typically, the telework arrangement is initiated by an employee's request (although it can be a condition of employment).

Criteria for Selection

[C_Officialname] always strives to provide equal opportunities to all employees when it comes to working situations. However, remote work is not conducive to every employee and position. Keeping this in mind, [C_Officialname] will review all reasonable employee requests to work remotely using the following criteria:

- Is the employee a good candidate for telecommuting? Criteria include:
 - Dependability
 - Flexibility
 - Proven performance
 - No record of disciplinary action
 - Comprehensive knowledge of their position
- Can the duties of the position be successfully fulfilled through telecommuting? Criteria include:
 - Measurable work activities
 - Little need for face-to-face interaction with coworkers
 - Clearly established goals and objectives
 - Duties that can be performed alone
 - Equipment needs that are limited and can be easily stored at the off-site location

Note: The management of [C_Officialname] reserves the right to deny or revoke remote work privileges at their own discretion.

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