

[Company Name]

Telework (Remote Work) Procedures and Details

Overview

In the right circumstances, the flexible work environment created by working remotely can greatly benefit both our Company and our employees. It is not feasible in all circumstances, however. Remote work allows an employee to work at home, on the road, or at an alternate work location for all or part of the regular workweek. Remote work is a work alternative that is sometimes used by our Company. It is only appropriate for some employees and some jobs. It is not always an option. And sometimes it is only used for a period of time. It in no way changes the basic terms and conditions of employment with the Company.

Your Alternate Work Location Arrangement

The following details the telecommuting specifics which apply to your alternate work arrangement.

Name: _____

Position or Job Title: _____

FLSA status: exempt non-exempt from overtime

Work Location Information

Regular/Primary Work Location: _____

Primary Work Phone #: _____

Alternate Work Location: _____

Alternate Work Location Phone #: _____

Alternate E-mail Address: _____

Communication and Recordkeeping

For alternate location work to be successful, accurate recordkeeping and clear lines of communication are essential. You must accurately record all hours worked (noting meal and break periods) and submit records in this regard with the detail we request. Email is normally the best way to submit these records. If you are a non-exempt employee, you may not work any overtime without written confirmation from the

Company. Any other specific communication requirements that apply to your position are summarized below.

Other recordkeeping requirements which may apply are summarized below.

Your Work Schedule

Sometimes employees may work part of the week at an alternate location and the remainder at the primary location. As with all employment here, the specifics of your schedule are subject to change. The following outlines what is expected at this time.

	Primary Location Hours (e.g., 8:00-12:00 p.m.)	Alternate Work Location Hours (e.g., 1:30-5:30 p.m.)	Lunch (e.g., 12:00-1:00 p.m.)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Other Important Guidelines

An employee working from an alternate location must be accessible during work hours by phone or computer within a reasonable time period – in the same manner as they would be when working on Company premises. Difficulty in contacting and/or communicating with an employee working from an alternate work location is a sure way to defeat the basic premise of the arrangement.

The alternate work location is an extension of the Company’s workplace. As such, as a telecommuting employee, you must report **ALL** accidents which may occur during work time to your managers within 24 hours. The Company is not responsible for inspecting or maintaining the work site while you are at the alternate location working. It is your responsibility to maintain a clean and safe working environment while at the alternate work location.

Company equipment to be utilized at the alternate work location will be listed on an Inventory Form, signed and dated by you and your supervisor. This equipment will only be used for Company business unless you receive the prior written consent by your supervisor to the contrary.

You have an obligation to safeguard all confidential and work-related records and files from disclosure, loss or damage. All products, documents, reports, and data created at the alternate work location as a result of work-related activities are the intellectual property of the Company.

You will be required to return all Company property (e.g., equipment, records, intellectual property, etc.) to the Company, upon request.

The alternate work location environment will be professional when receiving or making work-related phone calls (e.g., no barking dogs, loud music/television, etc.)

Business meetings with customers, vendors, and other third parties will be conducted at the Company's primary facility or at the third parties' location, not at the alternate work location. From time to time, you may be required to report to the Company's primary work facility or another work facility to attend meetings or tend to other responsibilities.

Telecommuting from an alternate work location will be reviewed on a periodic basis. Since these arrangements are characterized by individualized and specific circumstances, they may need to be modified or even discontinued as time goes on. In order to give your arrangement the greatest likelihood of success, it is important to follow these procedures as well as all Company policies. Should any questions or issues arise about your work arrangement, be sure to bring them to our attention as soon as possible.

Nothing in these procedures creates a contract of employment or changes your status at the Company except as addressed specifically above.

The above procedures have been reviewed by the employee and manager on the date indicated below.

[Company Name]

[Employee Name]

By: _____
Supervisor/Manager

Date: _____

Date: _____