

Employee Remote Work Policy Template

Last updated: [Insert Date]

This template is designed to help you create a clear, effective, and legally responsible remote work policy tailored to your organization's needs.

1. Policy Overview

This policy outlines the terms and expectations for employees working from locations outside the company's physical offices. The goal is to support flexible work while maintaining productivity, security, and team alignment.

2. Scope

This policy applies to all employees whose regular or occasional work location is outside of company offices, including full-time, part-time, hybrid, and temporary remote workers.

3. Types of Remote Work Arrangements

Temporary Remote Work

Employees may request to work remotely for up to two consecutive weeks per year, subject to managerial and HR approval. Common reasons include travel, family obligations, or personal circumstances.

Hybrid Work

Employees may work from home on a recurring basis for up to two days per week. These arrangements must be approved by direct managers and aligned with team schedules.

Permanent Remote Work

Employees who transition to full-time remote work must sign a Remote Work Agreement and provide a primary work address. Eligibility is based on role requirements, performance, and approval by HR.

4. Request and Approval Process

Employees interested in remote work must submit a formal request through the designated HR platform or form. Approvals are based on tenure, role suitability, team capacity, and individual performance. New parents, employees with health conditions, or those relocating may be eligible for extended arrangements.

5. Equipment and Technology

The company will provide all necessary equipment for remote roles, including laptops, headsets, and company phones, as applicable. IT will pre-install required software and ensure secure access to systems via VPN.

Employees are responsible for:

- Keeping equipment password-protected and secure
- Storing devices safely when not in use
- Avoiding unauthorized software installations
- Following data protection and cybersecurity protocols

Insurance requirements may apply. HR will assist in determining appropriate coverage and reimburse eligible expenses.

6. Compensation, Benefits, and Allowances

Salaries and standard employee benefits (e.g., health insurance, paid time off) remain unchanged by remote status. Remote employees will receive a monthly allowance of \$___ to cover home office costs, such as utilities or rent. Occasional travel to company offices may be reimbursed.

7. Work Hours and Availability

Remote employees are expected to maintain regular working hours as agreed upon with their managers. Core team availability must be observed to ensure collaboration. Employees should be responsive, present, and adhere to all agreed-upon schedules, breaks, and time-off policies.

8. Communication and Collaboration

Employees must use company-approved tools (e.g., Zoom, Slack, Microsoft Teams) for daily communication. Weekly check-ins, team stand-ups, and project updates are required to ensure progress, alignment, and accountability.

9. Compliance with Company Policies

Remote employees must follow all existing company policies, including but not limited to:

- Attendance and punctuality
- Data security and confidentiality
- Code of conduct and professionalism
- Equal opportunity and non-discrimination

- Appropriate attire for client meetings (remote or in-person)
- Social media and external communication guidelines

10. Health and Safety

Remote employees are expected to maintain a safe, secure, and ergonomically appropriate home workspace. The company will provide general safety guidelines and is available to offer support upon request. Employees should ensure their setup minimizes physical strain and complies with basic health and safety standards.

11. Policy Review and Amendments

This policy will be reviewed annually or in response to changes in company operations, employee needs, or legal requirements. Employees will be notified of any updates or modifications.

12. Acknowledgment

By signing below, the employee confirms they have read, understood, and agreed to abide by the terms outlined in this Remote Work Policy.

Employee Name: _____

Signature: _____

Date: _____

Disclaimer

This template is a general guide and does not constitute legal advice. It may not comply with all local, state, or federal laws. Organizations should consult legal counsel before implementing this policy.