

---

# Working from Home Policy

POLICY EFFECTIVE DATE:

## Purpose and brief description of the policy

Example: This policy is an outline of [our company's] working from home policy. We are a hybrid company with full-time remote employees, full-time office employees, and now the option for office employees to work remotely. This policy will include both full-time remote employees and part-time or flexible remote employees.

## Who the policy covers

Example: This policy applies to all full time, U.S.-based employees who have worked at the company for at least six months and are primarily based out of our office.

## Defining remote work

Example: "Working from home" is defined as working during an employee's working hours anywhere outside of our office, located at 123 Main Street, Pleasantville, CA.

## Tools and support

Example: All employees who work from home more than 25% of the time will be granted a \$150 monthly stipend for office-related expenses like wireless internet. Employees must submit a request for the stipend through their manager. All employees who choose to work from home will use their company laptop but must supply their own WiFi.

## Communication

Example: While working from home, employees must be available via Slack, Zoom, email, and/or phone during regular working hours in their time zone. Employees are responsible for updating the following when working remotely and giving at least 24 hours notice to their manager when working from home.

Employee responsibilities while working remotely:

- Update shared Google Calendar with current location and working hours
- Update Slack away messages and be available to respond within 2 hours
- Check in with direct manager at least twice in a given workday

## Requesting to work from home

Example: Employees must give 24 hours notice prior to working from home. Managers reserve the right to reject a request, within reason. If the request is denied, employees may take a sick or vacation day.

## Meetings

Example: All employees, both remote and in-person are required to attend meetings. If the employee is working from home, they are required to attend via video conferencing. If video conferencing is not available, employees may call in via phone as a secondary option. If an employee is unable to attend a given meeting for reasons remote or otherwise, they must notify their manager or the person hosting the meeting and schedule a debrief with a meeting attendee within 72 hours.

## Approval and Tracking

Example: Employees must notify their manager 24 hours in advance of working from home. Employees must document in their shared Google calendar when they are working from home.

## Working from Home Work Agreement

Example: Eligible office-based employees are invited to work from home two out of five days in a given work week.

For employees wishing to work remotely from home full time, this will be approved on an individual basis and can be discussed with your manager.

## Related Policies

Example: Personal Hardware Policy

Social Media Policy

Reimbursement Policy