**TEMPORARY REMOTE WORK/TELECOMMUTING POLICY IN RESPONSE TO COVID-19**

We are providing a sample policy that may be added temporarily to your employee handbook to address employees who are working/telecommuting remotely from home as a result of COVID-19.

**An employee handbook policy addressing telecommuting is not required by law and is entirely optional.** Since a policy is not required and because of the short-term nature of the state COVID-19 stay-at-home orders, we do not recommend employers add this policy as part of their regular employee handbooks. Remote work/telecommuting policies typically are not “one size fits all” and should be tailored to address the specific work arrangements of individual employees and the nature of their jobs. In addition, these policies often include a signed agreement that addresses the particular terms and conditions of remote work/telecommuting for the individual employee. However, COVID-19 has made remote work/telecommuting a necessity for many employees, and we recognize employers may want to include a general temporary policy to address it.

**As with all new policies, employers are strongly encouraged to have their own attorney review any policy related to remote work/telecommuting before distribution to employees.**

**Distributing the Policy to Your Employees**

If you wish to provide a policy to your employees, copy the sample policy (see below) into a document and either distribute it as a handout or post it on your Company intranet.

Alternatively, if you want the policy in your handbook, click “Add Policy” in the left-hand column of your Employee Handbook Builder, select a section, copy and paste the appropriate policy (see below) and republish your handbook. **You must remember to delete the policy (and republish your handbook) when your employees return to work on your premises.**

**SAMPLE POLICY:**

**TEMPORARY REMOTE WORK/TELECOMMUTING POLICY IN RESPONSE TO COVID-19**

**Introduction**

We continue to monitor information about COVID-19. Our paramount concern is the health and well-being of our employees. In order to minimize risk, we may ask or require certain employees to work remotely on a temporary basis for a designated period of time. This period will be determined by the Company in consideration of government orders and mandates. This temporary, emergency-based telecommuting arrangement may be discontinued by the Company at any time and will be discontinued when employees are permitted to return to the office pursuant to government guidance.

As we slowly return to the office in a staggered manner over the next few months, those who continue to work from home should review the below guidelines.

**At-Will Employment**

This policy does not create a contract of employment and is not intended to be considered or construed as a promise of continued employment. Employment is at-will, which can be discontinued at any time by the Company or employee without notice, cause or liability.

**Hours of Work**

Employees will work full-time from home. Employee scheduled hours of work will be set by the employee’s manager/supervisor. Employees should maintain regular contact with the office or supervisors and managers. Non-exempt employees must accurately record all hours worked pursuant to the Company’s timekeeping system and take rest and meal breaks as if in the Company’s workplace and as required by law. Employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from employee's manager/supervisor.

**Location**

Employees will provide at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure and non-hazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any Company-furnished computer system, network or database to any computer, network or database other than a computer, network or database to which connections are provided or authorized by the Company.

**Duties**

Employees are expected to follow all existing Company policies and procedures. The duties, obligations, responsibilities and conditions of employee employment with the Company remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked, and employees may be required to use paid time off (in compliance with applicable law) if they cannot work in the office. Employees are expected to follow existing Company policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager prior to the scheduled start time in the event of an unscheduled absence, tardy or early departure.

**Accidents/Injuries**

If employees incur an injury arising out of the course and scope of the assigned job duties while working at home, the workers’ compensation provisions in place for the state in which the employee is working will apply. Employee must notify their manager immediately and complete all necessary and/or management-requested documents regarding the reported injury. The Company assumes no responsibility for injuries occurring in the employee’s remote workspace outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote workspace. The employee agrees to maintain safe conditions in the remote workspace and to practice the same safety habits and rules applied on the Company’s premises.

**Equipment**

Employees agree to use electronic equipment that has been encrypted and meets all of the Company’s security requirements. If the Company provides equipment for home use, the employee agrees to provide a secure location for Company-owned equipment and will not use, or allow others to use, such equipment for purposes other than Company business. Employees have no expectation of ownership in such equipment, linkages, property or other items installed or provided by the Company. The Company will bear the expense of removal of any such equipment, linkages and installations provided by the Company upon the termination of the Agreement, but not modification of or repairs to the work location. Employees hereby release the Company from any damage or liability incurred in the installing or removal of the equipment provided by the Company.

**Return of Company Property**

All equipment, records, and materials provided by the Company will remain Company property. Employees agree to return Company equipment, records and materials upon request. All Company equipment will be returned by employees for inspection, repair, replacement, as needed or requested or immediately upon termination of the telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employee.

**Expenses**

Upon presentment of receipts and in accordance with its expense reimbursement policy, the Company will reimburse employees for certain pre-approved expenses. Regular household utility charges, such as electricity, water, phone and Internet service, auto/homeowners’ insurance, etc. are not reimbursable unless state law requires reimbursement.

**Confidentiality**

Employees agree that they are subject to the Company's policies prohibiting the non-business use or dissemination of Company's confidential business information. Employees will take all appropriate steps to safeguard the Company's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including but not limited to information regarding the Company’s products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data and corporate financial information.

**Contact**

If employees have any questions concerning this policy, they should contact**[INSERT APPROPRIATE POINT OF CONTACT, E.G., HUMAN RESOURCES, MANAGER/SUPERVISOR**].