Remote work policy template

Fill in the brackets, delete what doesn't apply, and have an employment lawyer review the result for every state and country where people work.

> A starting point to review with counsel, not legal advice. Employment laws vary by state and country, and they change.

Remote work policy: [Company]

Effective: [date] · Policy owner: [role] · Reviewed by counsel: [date]

1. SCOPE

This policy covers employees who work remotely [full time, or on agreed days].

2. ELIGIBILITY

Eligible roles: [roles or criteria]. Send requests to [role], who answers within [time].

3. WORK LOCATION

Work from [approved locations]. Ask [role] before working from another state or country for more than [number] days.

4. HOURS AND TIME RECORDS

Core hours: [hours and time zone]. Nonexempt employees record all time worked, count short breaks of 20 minutes or less as time worked, and get approval before working overtime. All time worked is paid.

5. COMMUNICATION

Channels and response times follow the team working agreement: [link].

6. EQUIPMENT

The company provides [laptop, monitor, other items]. Return company equipment within [number] days of leaving.

7. EXPENSES

The company reimburses [internet, phone, home office items] as set out in [expense guide]. Submit claims within [number] days.

8. SECURITY

Use company devices and [VPN, password manager, other tools], and keep work files out of personal accounts. Report a lost device or suspected breach to [contact] at once.

9. HEALTH AND SAFETY

Keep your workspace safe. Report any work-related injury to [contact] within [time].

10. MONITORING AND PRIVACY

[Describe any electronic monitoring of email, phone or internet use, or state that there is none.] Where the law requires notice, we give it in the form and at the time the law sets, and keep employees' acknowledgments.

11. PERFORMANCE

Work is judged by [outcomes, deliverables or goals], reviewed [how often].

12. CHANGES

The company may change or end a remote arrangement with [notice period] notice, unless the law or a contract says otherwise.

ACKNOWLEDGMENT

I have read this policy. Name: [name] · Date: [date]