

Employee Telecommuting Policy Outline

1. Purpose

2. Scope

3. Definitions

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4. Eligibility Criteria

5. Telecommuting Request and Approval Process

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6. Expectations and Guidelines

- Work Hours:
- Availability:
- Communication:
- Performance:

7. Equipment and Technology

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8. Data Security and Confidentiality

9. Health and Safety

10. Policy Review and Modification

11. Agreement
