

# Telecommute Policy

Document Version: \_\_\_\_\_

Date: \_\_\_\_\_

## Purpose

This policy outlines the guidelines for employees who telecommute, including eligibility, procedures, expectations, and limitations.

## Scope

This policy applies to all employees of [Company Name] who have been approved for telecommuting arrangements.

## Eligibility

- Position must be suitable for telecommuting.
- Employee must have completed probationary period.
- Approval must be obtained from supervisor and HR.

## Telecommuting Agreement

- Employees must complete a written telecommuting agreement.
- Agreement should specify location, schedule, duration, and expectations.

## Work Hours

- Employees are expected to maintain the same work hours as their on-site schedule unless otherwise agreed.
- All company attendance and timekeeping policies remain in effect.

## Equipment and Technology

- [Company Name] may provide equipment as deemed necessary.
- Employees are responsible for proper use and security of company equipment.

## Communication

- Employees are required to remain accessible during work hours.
- Check-in meetings with supervisors may be scheduled regularly.

## **Security and Confidentiality**

- All company policies regarding confidentiality and data security apply to telecommuting employees.

## **Performance**

- Telecommuting employees are subject to the same performance and evaluation criteria as on-site employees.

## **Termination of Telecommuting**

- [Company Name] reserves the right to modify or terminate telecommuting arrangements at any time.

## **Policy Acknowledgement**

I, \_\_\_\_\_, acknowledge that I have read and understood the Telecommute Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_