**SAMPLE**

**Coronavirus (COVID-19) Pandemic**

**Temporary Remote Work Policy**

This COVID-19 Temporary Remote Work Policy is a business arrangement that allows employees to work from home by electronically linking to **[Enter Employer Name]**. This Remote Work arrangement is provided for a temporary period during this specific COVID-19 pandemic *only*. Employees will be notified when the remote work arrangement has ended.

**[Enter Employer Name]** will expect employees to work during **[Enter Employer Name]** regular work hours and to communicate with **[Enter Employer Name]** at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved. While this remote work arrangement is in effect, employees may need to report to the office if a situation arises that requires all company employees to be present in the office for continued ongoing operations.

**To ensure the success of the remote work arrangement, employees must abide by the following guidelines:**

* **Remote Work Equipment and Supplies:** **[Enter Employer Name]** equipment must be used for business purposes only in accordance with company policy. Depending on the circumstances, the employee may be responsible for any theft, damage, or loss of property belonging to **[Enter Employer Name]**. **[Enter Employer Name]** will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. Unless otherwise agreed to in advance in writing, **[Enter Employer Name]** will not be responsible for any other costs the employee may incur while remote work.
* **Remote Work Workspace:** The employee should designate a workspace for installation of any equipment that will need to be installed during this temporary remote work period. This workspace should be maintained in a safe condition, free from hazards to people and equipment.
* **Work Related Injuries:** Employees are responsible for keeping the work area free from dangerous or safety hazards. If the employee incurs a work-related injury, they shall report it immediately to their supervisor. An injury may be compensable under workers' compensation law *only* if it occurs in the designated workspace during designated working hours.
* **All Other Policies Apply:** Employees must continue to abide by all other policies and procedures including those in regard to computer use, social media and confidentiality. As a condition of Remote Work, all employees who receive permission to work remotely under this Policy must first sign a Remote Work Agreement.
* **Requests for Leave:** Unless a flexible schedule is agreed to, employees should not permit non-work-related events and activities to disrupt or interfere with scheduled work time. Requests to use sick leave, vacation or other leave must be approved in the same manner as the employee who does not telecommute. If a nonexempt employee becomes ill while working at home, the employee must report the hours actually worked and use sick leave for those hours not worked in accordance with the company provided sick benefits during this COVID-19 pandemic.
* **Nonexempt Employees:** Remote Work employees are not exempt from the overtime requirements of the Fair Labor Standards Act, and therefore must comply with all recordkeeping requirements. Nonexempt Remote Work employees must accurately record and timely report all working time as a condition of continued participation in the Remote Work program. A supervisor must approve, in advance, any hours worked in excess of those specified per day and per week, in accordance with local, state and federal requirements. **[Enter Employer Name]** may revoke the Remote Work privileges of any employee failing to comply with this requirement.
* **Duration of the Temporary Remote Work Arrangement:** All Remote Work arrangements granted during this COVID-19 pandemic will be temporary. Additionally, in its sole discretion, **[Enter Employer Name]** may discontinue any Remote Work arrangement during the COVID-19 pandemic at any time, although reasonable advance notice will be provided where practicable. Unless other arrangements have been made, upon termination of the Remote Work arrangement or employment, whichever is first, the employee must return all company property to **[Enter Employer Name]** in good working order, less any normal wear and tear.

This Policy is not intended to alter the employment at-will relationship in any way. Accordingly, unless an employee has a valid written and signed contract of employment stating otherwise, employment is at-will and can be terminated by the employee or by **[Enter Employer Name]** at any time.

YOUR EMPLOYMENT IS AT-WILL AND CAN BE TERMINATED BY YOU OR BY **[Enter Employer Name]** AT ANY TIME WITHOUT CAUSE AND WITHOUT NOTICE.