



# **Employee Remote Work Policy**

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**Human Resource  
Argus Consulting  
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## **EMPLOYEE REMOTE WORK POLICY**

### **ELIGIBILITY**

Consideration for remote work requires a written recommendation from a direct supervisor. Qualification will be determined regarding the individual's job duties and position. All employees may not qualify. Eligibility will be determined and finalized by Human Resources.

### **STANDARD OFFICE RULES**

Remote worker must comply with all company rules and practices listed in the Employee Handbook. Guidelines for employee benefits and compensation remain the same.

### **PILOT REVIEW PERIOD**

Employee is subject to a 30-day review period during which supervisor may require weekly status updates to discuss work progress and establish upcoming goals. Contract will continue permitting good standing.

### **WORK PLAN**

Supervisor is encouraged to submit a formal work plan for the remote worker. The plan will identify and outline areas of responsibilities, daily tasks and measurable long-term objectives.

### **COMMUNICATION**

Remote worker must be available by phone and email during core company hours and present for all mandatory staff meetings.

All client meetings are to be conducted on a client or company site. Any exceptions require permission from supervisor.

### **COMPANY EQUIPMENT**

Necessary equipment, hardware and software for the job will be available for loan upon request. Equipment is to be used by the employee only and strictly for company-related projects. All items provided by the company must be listed in the employee's Remote Work Guidelines, approved for off-site use and returned to the office upon request.



## **INSURANCE COVERAGE**

Company is only responsible for insuring items on loan. Personally owned equipment is covered by the individual's homeowner's insurance policy.

## **LIABILITY**

Remote worker will be covered by worker's compensation. Stipulations do apply. Liability is limited to injuries acquired in the employee's designated homework area, during the agreed-upon work hours AND while performing job functions.

## **REIMBURSABLE EXPENSES**

In order to receive reimbursement, employees need to have prior approval from supervisor and submit an expense report. Costs not specifically mentioned will be dealt with on a case-by-case basis, considering the amount and purpose of expense.

The company will pay for work-related voice and data communication charges. The following costs are not reimbursable: furnishings for designated workspace, office supplies not stocked, etc.

## **SECURITY OF INFORMATION**

Employee is responsible for keeping documents, sensitive business data and other work-related materials confidential and secure in the home office location. The employee must comply with the guidelines of proper use of information technology found in the Employee Handbook.

## **TERMINATION OF AGREEMENT**

Both the company and the employee have the right to terminate the remote work arrangement at any time - by written or verbal notice. Failure to comply with Terms and Conditions may be cause for disciplinary action and/or termination of the agreement.