REMOTE WORK ELIGIBILITY POLICY

[Company Name] is pleased to offer several remote work options to best help adapt to the needs of employees. The suitability of adaptive work schedules will be considered so long as a balance can be found in providing employees with increased flexibility in their schedule while maintaining sustainable quality output. In this way, [Company Name] hopes to maintain personal and professional goals that can increase productivity and work satisfaction company wide.

Eligibility

To determine if a position is eligible for a remote work schedule, the following considerations should be made:

Employee Suitability – The manager will need to collaborate with the employee to assess the individual's work habits to ensure their traits will translate into a productive telecommuting working schedule.

Work Responsibilities – The manager and employee will need to collaborate to determine if the responsibilities of their position are able to be performed appropriately in the location of telework.

Logistic Implications – The manager will need to consider the employee's needs for equipment, workspace, and scheduling. Further, the employee must determine the legal or tax implications of working remotely.

Once these deliberations have concluded, the company can move forward in conjunction with the human resources department to draft a mutually beneficial agreement outlining the parameters of a flexible work schedule.

I have read and fully understand this policy.

_____

(Signature)

_____

(Print Name)

_____

(Date)

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