

**SAMPLE FOR DISCUSSION PURPOSES AT 8/11/2020 WEBINAR ONLY  
NOT LEGAL ADVICE**

**WORK AT HOME**

**I. PURPOSE:**

Employer will consider work at home arrangements on a case by case basis where Employer determines in its sole discretion that services can be safely and productively performed in a home environment.

**II. ELIGIBILITY:**

Individuals requesting remote work arrangements must have been employed with Employer for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record as determined by Employer and not have had any disciplinary warnings in the last 12 months.

**III. REQUIREMENTS:**

- A. Employer may terminate the work at home arrangement at any time in its sole discretion.
- B. Work performed by a work at home employee must meet the same productivity and quality standards as that of employees working on site.
- C. All Employer policies and procedures apply to work at home employees and include but are not limited to the following:
  - 1. Work at home employees receive the same pay and benefits provided to on-site employees in the same job and employment status.
  - 2. Hourly employees must accurately record hours worked and submit hours worked as required for payroll purposes. Overtime must be approved in advance.
  - 3. Requests for time off and missed work time related to illness or injury must be reported and documented under the same rules that apply to on-site employees.
  - 4. Worker's compensation and OSHA regulations apply to work at home employees.
  - 5. Confidentiality policies.
  - 6. Technology use policies.
- D. The employee's at home workspace will be considered an extension of the organization during the hours the employee is actively working. The space must conform to required safety regulations and codes. Therefore, Employer reserves the right, prior to and during the work at home employee's work hours, to inspect the home workspace, including but not limited to any technological devices used

by employee in performing job duties. Employer assumes no responsibility for non-work related injuries or illnesses of the employee or others.

- E. The same data security measures must be taken in the home environment as would be exercised on site. Any equipment provided by Employer should be used only by the employee and only for business purposes. Access to network computer systems must be effectively secured at all times to Employer's satisfaction.

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