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## **REMOTE WORK POLICY**

\_\_\_\_\_  
*State of Alabama*

### **BACKGROUND:**

A. This Remote Work Policy (the "Policy") is made effective as of the following date:

\_\_\_\_\_.

B. This Policy outlines the terms, conditions, procedures, and expectations for employees who work remotely.

C. This Policy includes details about who may work remotely, remote work schedules, best practices, and job responsibilities for remote work employees.

By signing this document, an Employee agrees to the following terms:

#### ***I. SCOPE.***

1. This policy applies to all employees who are permitted to work remotely for Employer.

2. This policy does not apply to the following employees:

\_\_\_\_\_

#### ***II. ELIGIBILITY.***

3. Employees may work remotely at sole discretion of Employer and if remote work is stipulated according to any applicable employment contracts.

4. An Employee must complete the following procedure to be considered for remote work eligibility by Employer:

\_\_\_\_\_

### *III. DURATION.*

5. Employees may work remotely for the following amount of time: \_\_\_\_\_

### *IV. REMOTE WORK SCHEDULE AND RESPONSIBILITIES.*

6. Full-time Employees shall work remotely according to the following schedule:

\_\_\_\_\_

7. Full-time Employees will work in the office according to the following schedule:

\_\_\_\_\_

8. Part-time Employees shall work remotely according to the following schedule:

\_\_\_\_\_

9. Part-time Employees will work in the office according to the following schedule:

\_\_\_\_\_

10. Employees will be responsible for communicating with Employer as necessary or appropriate to receive work assignments and feedback.

11. Employees will complete all assigned work according to work procedures mutually agreed upon by the Employees and Employer according to the guidelines and standards provided by Employer.

12.

13.

14. Employees shall perform all duties required by their position to the best of their skill, ability, and experience. Employees will execute the position faithfully and in compliance with any of Employer's instructions, howsoever provided.

15. Employees will communicate and check-in with Supervisor on an as-needed basis in the following manner:

\_\_\_\_\_

16. The terms and conditions of the relationship between Employer and Employees shall be determined by any applicable policies and procedure manuals, employee manuals, or other written governing documents used by Employer.

#### *V. COMPANY-PROVIDED EQUIPMENT.*

17. Employees shall use the following equipment provided by the Company:

\_\_\_\_\_

18. To effectively perform their assigned tasks, Employees may use Employer's equipment remotely with the approval of Employer. This equipment must be protected against damage and unauthorized use.

19. Company-provided equipment will be serviced and maintained by Employer. Employees shall be responsible for the daily maintenance and proper care of the equipment provided by Employer.

20. Employees agree to return all such property to Employer with no damage or disrepair thereto at the termination of their employment.

21. Employees shall submit a written request to Employer if they are in need of any additional equipment.

#### *VI. COMPENSATION AND BENEFITS.*

22. Employees working remotely are entitled to remuneration, leave, and other employment benefits as described in any relevant employment contracts.

23. Remote Employees shall be entitled to the following benefits:

\_\_\_\_\_

24. Any compensation received by Employee will be subject to normal local, state, and federal deductions as required by applicable law.

#### *VII. OVERTIME.*

25. Employees will be eligible to receive overtime pay for any overtime worked that has been ordered and approved by Employer. Employees are entitled to compensation in accordance with applicable law and rules of the Employer.

26. Employer will not accept the result of unapproved overtime work and will discourage such practices.

27. Failing to obtain prior approval for overtime work may result in removal from the remote work program, Position with the Employer, or other appropriate action at Employer's discretion.

#### *VIII. REIMBURSEMENT.*

28. Employees shall be entitled to reimbursement for authorized expenses incurred while conducting business for Employer.

29. Employees' reimbursement amount per year shall be limited to \$2 (two US dollars) unless otherwise authorized by Employer.

30. Employer shall not be responsible for reimbursing unauthorized operating costs, home maintenance, or any other incidental costs whatsoever associated with the use of Employees' residence for their remote work.

#### *IX. TRAINING AND CONFERENCES.*

31. Remote Employees shall be eligible to attend trainings, conferences, and other professional development opportunities made available by Employer.

32. Employer will notify Employees of any relevant and available trainings and conferences.

#### *X. REMOTE WORKSITE LOCATION AND INSPECTION.*

33. Employees must work in space suitable to perform their work, whether at their

residence or another location.

34. Employees shall work in a space that is free from distraction, well organized, able to support a good internet connection, and functions in service of Employees' goal of adhering to a steady and reliable remote work schedule.

35. Employer shall not be held liable for any environmental hazards or injuries that occur in an Employee's remote work environment.

36. Employer may authorize an agent, supervisor, or other officer to periodically inspect an Employee's remote work location to ensure proper maintenance of Employer's equipment and to ensure compliance with safety norms and Employer policies.

37. The following amount of prior notice must be provided to an Employee in advance of an inspection: \_\_\_\_\_.

38. Any inspections must be done during normal working hours at Employee's convenience.

#### *XI. PERFORMANCE REVIEWS.*

39. Employees shall be subject to performance reviews in the following intervals: \_\_\_\_\_.

40. Evaluation of Employees' performance shall be based on norms derived from past performance and occupational standards consistent with these guidelines. For assignments without precedent or pre-established standards, regular and required progress reporting by Employee will be used to rate job performance and establish standards.

#### *XII. NON-COMPETE.*

41. Upon termination of their employment with Employer, Employees shall not engage in the same or similar activities as were performed for Employer, directly or indirectly, as proprietor, partner, officer, employee, or otherwise, at any business in the same city as Employer's business for six months after the termination of their employment.

42. Employees are prohibited from hiring or attempting to hire any of Employer's other employees or staff.

43. Employees are prohibited from soliciting any business from current clients of Employer for a period of six months.

### *XIII. EMPLOYER RECORDS.*

44. Employees shall apply all due care and safeguards to protect Employer records from unauthorized disclosure or damage.

45. Work done at a remote work location is considered property of the Employer.

46. All records, paper, computer files, and relevant correspondence must be safeguarded for their return to the Employer's primary business location.

### *XIV.*

### *XV. WORKER'S COMPENSATION.*

47. Employees are covered under the relevant state law if injured while performing official duties while doing remote work.

### *XVI. MODIFICATIONS.*

48. Employer reserves the right to amend, modify, or revise this Policy at any time in their sole discretion.

49. If substantive changes are made to the Policy, Employees will be notified in writing of such changes.

### *XVII. ACKNOWLEDGMENT.*

50. By signing this, Employees acknowledge and confirm that they have read and understood this Policy and agree to comply with all provisions herein.

51. Employees acknowledge and understand that this Policy is a guide and does not create contractual obligations upon the Parties. Any existing employment contracts shall be prevailing.

52. Employees shall comply with all provisions of this Policy, as non-compliance shall, at Employer's sole discretion, result in disciplinary measures and/or removal from the remote work program.

*XVIII. GOVERNING LAW.*

53. This Policy shall be governed by the laws of the State of Alabama. Both Parties consent to jurisdiction under the state and federal courts within the state of Alabama. The Parties agree that this choice of law, venue, and jurisdiction provision is not permissive, but rather mandatory in nature.

**EXECUTION:**

*IN WITNESS WHEREOF, the undersigned Employee acknowledges their receipt and understanding of this Policy:*

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Employee Signature

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Employee Name

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Date