

SAMPLE REMOTE EMPLOYEE HANDBOOK ADDENDUM

REMOTE EMPLOYMENT POLICIES & PROCEDURE'S AGREEMENT

This agreement sets forth the guidelines followed by (COMPANY NAME) in determining eligibility of employees to work remotely and to set forth standards of productivity, policies, and procedures associated with remote employment.

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 management. Candidates for remote employment must exhibit exemplary attendance and reliability in unsupervised productivity during the workday, while displaying strong attributes of self-motivation and discipline prior to approval of working remotely.

Employees who have received discipline within the preceding twelve months and employees who have not completed at least six months of employment will not be considered eligible for remote employment.

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 - Employees who have qualified to work remotely are subject to a 30-day review period during which the supervisor requires daily or weekly status updates, to be determined by supervisor, to discuss work progress and establish upcoming goals. Remote employment will only continue permitting supervisor satisfaction of employee performance.

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 both phone and email during company hours and present for all mandatory staff meetings. Any exceptions require permission from supervisor.

COMPANY EQUIPMENT - 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 this agreement, approved for off-site use and returned to the office upon request. Employee will be liable for any cost associated with damages or loss of equipment while in remote use.

INSURANCE COVERAGE - Company is only responsible for insuring items owned by the company. Personally-owned equipment is covered by the individual's homeowner's insurance policy.

REIMBURSABLE EXPENSES - Employee must have prior approval from supervisor and submit an expense report on any expenses eligible for reimbursement. Any expenses not pre-authorized will not be reimbursed by the company. The following costs are not reimbursable: furnishings for designated workspace, office supplies not stocked, equipment without pre-authorization to purchase.

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 and the MMG Code of Conduct.

TAX DEDUCTION - Employee is responsible for any income tax implications of remote work. The company will not provide tax guidance and encourages employee to consult with a qualified tax professional regarding any home office related deductions.

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 the terms and conditions set forth in this agreement

may be cause for disciplinary action and/or termination of the agreement or termination of employment.

APPROVED COMPANY EQUIPMENT

The following items have been approved for home use. I understand that these items are owned by the company and I agree to take care of these items to the best of my ability: _____

AUTHORIZATION FOR REMOTE EMPLOYMENT

I have read and agree to the policies set forth in this agreement and I agree to the duties, obligations, responsibilities, and conditions outlined in these documents.

Should any changes occur to my ability to perform my job duties remotely I am aware that it is my duty to inform my supervisor to initiate an evaluation of this work arrangement.

Date Remote Employment is to Begin: _____

Printed Name of Employee: _____

Signature of Employee: _____

Date: _____

TO BE COMPLETED BY MANAGEMENT

Printed Name of Supervisor: _____

Supervisor Signature: _____

Date: _____