**Work from Home Policy Sample 1**

**Introduction**

The [Company’s] "Working from Home" policy allows a professional & technical staff member to work from home for periods of time under certain conditions which are described below.

The opportunity to work from home is not an entitlement or a right, and can only occur by formal agreement (the Agreement) between the [Company] and the staff member.  Either the supervisor or the staff member can initiate discussion about formalising a Working from Home Agreement, but unless both parties ultimately agree an employee cannot be directed to work from home and the [Company] is under no obligation to approve a request from an employee to enter into a working from home arrangement.

* The [Company], when asked to approve a working from home request will consider issues such as:
* the type of work and the amount of work
* can the work be completed efficiently?
* can the work be completed without direct supervision?
* will there be an adverse effect on the provision of customer service?
* Positions which may be considered inappropriate for home based work include those:
* which carry full-time supervisory responsibilities
* that are part of a team and require regular face to face contact on a daily basis with other team members
* which provide face to face client service to students or staff or others

**Conditions Governing Working from Home**

The duties to be performed while working from home should be clearly detailed and formalized in the Agreement prior to commencing the work arrangement.

**Hours of work**

A record of hours worked at the home based site must be maintained.  These hours will be within the staff member's normal span of hours.

Overtime may be worked provided the overtime is approved by the supervisor in advance.  No meal allowance is applicable to overtime worked at the home based site.

**Work from Home Policy Sample 2**

**Eligibility**

Classified employees who normally work an established workday may be eligible to occasionally work from home. Their work shall be of a nature wherein face-to-face interaction is minimal.

**Application**

Employees who desire to work at some place other than the primary workplace on specified days shall make a request in writing (typically via email) and submit it to their supervisor. Requests should be made as soon as the employee becomes aware of the need to work from home.

Working from home must not adversely affect customer service delivery, employee productivity, or progress of an individual or team assignment.

The supervisor shall consider an employee request to work from home in relation to the operational and customer needs of the department. The supervisor will take into consideration the overall impact of the employee’s total time out of the primary worksite, including flextime, compressed workweek schedules, meetings, consultations, presentations, and conferences. The supervisor will also consider the applicant's demonstrated conscientiousness about work time and productivity, and their work habits, including their ability to be self-motivated and have minimal face-to-face daily supervision.

**General Provisions**

A. **Communication**. While working from home, the employee shall be reachable by telephone, fax, pager, or e-mail during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium for responses.

B. **Conditions of Employment**. The employee's conditions of employment shall remain the same as for all employees; wages, benefits and leave accrual will remain unchanged.

C. **Equipment**. Home worksite furniture and equipment shall generally be provided by the employee.

D, **Dependent Care**. Working from home is not a substitute for childcare or other dependent care. Employees working from home shall make or maintain childcare arrangements to permit concentration on work assignments.

F. **Home Work Site**. The employee must establish and maintain a dedicated workspace that is quiet, clean, and safe, with adequate lighting and ventilation.