

Guidelines/Policy for Remote Work

I understand that when I am away from the office teleworking, I must comply with all organizational rules, policies, and procedures.

I understand that my compensation, benefits, and work responsibilities will not change due to the telework arrangement.

I understand that my telework work schedule will be consistent with my current work schedule and will not significantly change without the approval of my supervisor.

I understand that if I am eligible for overtime pay, I must get advance approval from my supervisor to work over hours per week while teleworking.

I understand that while teleworking, it is my responsibility to:

- Maintain a safe work environment.

- Protect any company equipment in my possession.

- Safeguard confidential work-related information.

I understand that I will not hold business visits or in-person meetings with business affiliates or coworkers at my home telework site.