



Remote Work Compliance Toolkit

If you have employees who work remotely full or part time, it is essential to have documentation and policies in place to outline your expectations for employees. Perhaps your workforce has been remote for some time, but you are without a system to track employees' whereabouts for compliance and to uniformly communicate expectations. A transition to remote workers does not need to be complicated or impact your compliance and culture. Thoughtful communication, a checklist to follow and understandable policies are essential. We have crafted this Toolkit to provide you with clear expectations for employees and managers to develop a roadmap for your business to follow.

Our **Remote Work Compliance Toolkit**, which clients have requested, will help you craft your own model that fits the needs of your workplace, while providing accountability and structure. This toolkit includes:

- Remote Work Checklists
 - *Pertinent factors for employers to consider; employee responsibilities in remote environment.*
- Remote Work Policy
 - *This policy will address the appropriateness for remote and hybrid work for each job position.*
- Remote Work Agreement
 - *These agreements are essential in ensuring employee accountability and outlining expectations.*
- Remote Work Survey
 - *This survey provides a roadmap to determine the suitability of a position for remote or hybrid work.*
- Head of Remote Work Job Description
 - *Organizations that implement a remote or hybrid model often create a modified version of a Head of Remote Work.*
- Performance Improvement Plan and Discipline Warning Forms
 - *Accountability is essential in structuring a hybrid model – having clear disciplinary forms can establish equity in work expectations.*
- Reasonable Accommodation Policy
 - *Remote or hybrid work can be a reasonable accommodation under the ADA – and having a process in place for requests can be essential.*

An organized process ensures legal compliance and employee engagement. Our Remote Work Compliance Toolkit will be a valuable foundation for remote work in the post-pandemic business world.

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