



Remote Work Policy

Last update 6.2.20

Days allowed based on proximity to the head office:

Within 30 miles from head office

Employees are allowed to work remotely 2 days each week.

From 30 - 90 miles from head office

Employees are allowed to work remotely 4 days each week.

90 miles or more from head office

Employees must commute to work in the office the second week of every month and may work remotely the remainder of the time.

To work remotely:

*Employees must ask for approval from the manager at least **one week before** the requested day.*

Employees can request to work remotely if they are sick or injured but able to still function in their role. They must ask approval from the manager as soon as possible in these cases.

Employees must clock in and out on attendance bot.

Employees must be responsive via phone, slack, and email.

Equipment:

EMG is responsible for providing a computer, mouse, and keyboard.

The employee is responsible for a monitor at home, should they want one.