**SAMPLE Work from Home Policy**

**I. Objective**
This Work From Home Policy ("Policy") is designed to clearly outline productivity expectations, wage-related requirements, and conditions for returning to office work. This policy aims to ensure compliance with California state labor laws while facilitating a balanced and effective work-from-home environment for employees.

**II. Scope**
This Policy applies to all employees who are eligible and have been approved for a work-from-home arrangement, in compliance with California wage, health, and safety regulations. Employees and managers must follow these guidelines to maintain lawful and productive working conditions while remote.

**III. Policy**

1. **Productivity Expectations**
a. All work-from-home employees are expected to maintain the same productivity standards as on-site employees, including the quantity, quality, and timeliness of work.
b. Employees are required to be online and available during their scheduled working hours, which must be agreed upon with their managers.
c. All tasks, assignments, and projects must be completed according to the agreed-upon deadlines.
d. Communication with team members, managers, and other stakeholders should be regular and effective. Employees are expected to respond to emails, messages, and calls within a reasonable time frame during working hours.
e. Use of company-provided tools and platforms for tracking work progress, such as Microsoft Teams, is mandatory. Regular updates on tasks and projects must be provided to team members and managers.
2. **California Wage Requirements**
a. In accordance with California labor law, employees are entitled to the same wages and benefits during remote work as they would receive working on-site.
b. Employees must accurately record all hours worked. Non-exempt employees are entitled to proper compensation for overtime and are required to take legally mandated meal and rest breaks.
c. Timekeeping systems or software, as provided by the company, must be used to record work hours. Failure to report hours accurately could result in wage disputes and disciplinary action.
3. **Required Equipment and Expenses**
a. (Company Name) will provide all necessary equipment, such as laptops, monitors, software, and secure access tools to enable employees to perform their job duties remotely.
b. Under California Labor Code §2802, employees are entitled to reimbursement for all necessary expenses incurred while working remotely. This may include internet access, phone usage, ergonomic furniture, and other work-related expenses. Reimbursement procedures must be followed, and receipts for such expenses should be submitted for review and approval by the employee’s manager or HR.
c. If the company requires the use of specific software or hardware, those tools must be provided by the company at no cost to the employee.
4. **Health and Safety**
a. California's Occupational Safety and Health standards still apply to home offices. Employees must ensure their workspace complies with basic safety standards, such as ergonomically suitable furniture and safe electrical connections.
b. Employees are encouraged to report any workplace injuries sustained while working from home, following the same reporting procedures as on-site incidents.
5. **Return to Office Work**
a. Employees may be required to return to on-site work based on the business needs of the company. The decision will be communicated at least one week in advance, unless there are extenuating circumstances.
b. On-site work may be required for specific meetings, team-building activities, or other events as deemed necessary by management.

**IV. Compliance**

Failure to meet the work productivity expectations or guidelines outlined in this Policy, or failure to comply with California state labor laws, including wage and hour reporting requirements, may result in corrective action, up to and including termination. If there are obstacles to meeting these expectations or any concerns regarding compliance with labor laws, employees should promptly communicate with their managers.

**V. Policy Review**

This Policy will be reviewed and revised annually or as required by changing business needs or state labor regulations. Any updates will be communicated in advance to ensure all employees remain informed and compliant with new policies or legal requirements.

**VI. Acknowledgment**

By signing this Policy, you acknowledge that you understand the terms and conditions, and agree to adhere to them, including the rights to wages, expense reimbursement, and health and safety standards. If you have any questions or need clarification, please consult with your manager or Human Resources.

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Employee ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Position/Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This acknowledgment will be filed in the employee’s personnel record.