

{Sample} Remote Work Stations

{Sample} Policy Statement:

If an employee is unable to report to work during a pandemic emergency, but is able to perform his/her duties, arrangements may be made to allow the employee to work remotely during the emergency situation. The **{fill in title}** or his/her designee(s) will determine whether a remote work station is feasible for each employee requesting such an arrangement.

During remote operations, the following procedures shall be followed:

- Supervisor/Employee will establish work tasks that can be completed remotely.
- Employee will provide contact information to allow the utility to maintain contact with all employees working remotely, using the attached form or similar reporting mechanism
- Employee remote working conditions will be approved by the **{fill in title}** or his/her designee(s).
- Employee will contact the **{fill in title}** or his/her designee(s) at the start and end of each designated work shift
- For payroll purposes, **{fill in utility policy}**

{Sample Policy Form} Remote Work Station – Employee Information

Employee: _____ Employee #: _____.

Title / Position: _____.

Has the employee established a working connection to the Utility’s network as required to complete primary job duties?

___ Email / MS Outlook

___ Network Files

___ GIS

___ SCADA

___ Other: _____

Other systems in place to allow the employee to work remotely:

Location of remote work station (address):

Phone number where employee can be reached during remote work shift:

Email address where employee can be reached during remote work shift (if different from utility’s email address provided):

Phone number where employee can be reached when not working:

Email address where employee can be reached during remote work shift (if different from utility email address provided):

Approved by: _____

Remote Employee Log:

Date	Contact for Shift Start	Contact for Shift End