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**WORK-FROM-HOME EMPLOYEE REQUIREMENTS CHECKLIST**

Employee requirements checklist to WFH . 1 Page 20-883

**We strive to continually update our Document Library for the benefit of our Members. Please consider contributing documents from your organization.**

**Thank you!**

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Employees requesting to work from home must confirm all requirements are in place with a check mark by each item below.

* A Company issued laptop should be used if VPN is required to work from home
* The use of personal printers, fax machines, scanners, etc. should be limited to ensure security
* Set up work area away from others and distractions
* Must designate the physical address they will be working from
* Cannot take work to a different location other than address specified without Company approval
* Protect private/sensitive data (FERPA/HIPAA)
* Must have a secure means to transport physical documents from Company to their home
* Workspace must be safe environment, no possible injury hazards
* No overtime or comp time allowed
* Hourly staff must record in and out times for time worked and breaks taken on timesheets
* Company equipment must be treated with care to avoid damage
* Employees will need to communicate frequently with Supervisors regarding work load status
* Employees are responsible to retrieve any voicemails from their email or from their Company phone
* Employee may collect Company office supplies that may be needed and returned when done: stapler, highlighters, paper, pens, post-its, etc.
* Employee has contact lists for their department and other departments they work closely with
* Employee has any instructions or documentation needed to perform job specific tasks
* Employees will work with their Supervisor and HR to determine what work can be done from home

I am requesting approval to work from home and have verified all requirements listed above for Company employees, are in place. I understand this option to work from home is only temporary during the dates listed below.

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Employee Signature Date Supervisor Signature Date

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Human Resources Approval Date Dates of Approved Work from Home Arrangement