

Alternative Workplace Questionnaire

A. Job Duties + Description

1. Is the employee:

Exempt

Non-Exempt

2. What are the employee’s job duties? Can they all be done remotely, or will some require physical attendance at the company? Will the job description be updated if remote work is permitted?

3. What types of company information does the employee’s job require them to access? Is it confidential or proprietary information? How will access be limited when the employee works remotely?

4. What other employees or customers does the employee frequently work with? What, if any, modifications are necessary to ensure continued effective work while the employee works remotely?

5. How will the employee be monitored in the alternate workplace (include technological monitoring such as keystroke recording, telephonic recording, etc.)



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6. How will the employee's performance be evaluated? How often will performance be evaluated and the evaluations communicated to the employee?

7. What methods of communication are to be used when the employee is working remotely? Is the employee required to respond to electronic mail messages within a certain time?

8. In case of an emergency or situation where the employee is unable to work, who are they to contact and in what form should they contact them?

B. Equipment

1. What equipment is being used by the employee when they work remotely?

2. Who owns the equipment? If the company owns the equipment, can it be used for personal use?

3. What protections are in place on the equipment (passwords, security protocol, restricted access, etc.)? Does the company have the passwords?

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C. Hours Worked

1. Days and hours when the employee is normally expected to be in the company's workplace are:

2. Days and hours when the employee will normally work at this alternate workplace are:

3. If the work hours are flexible, are there core hours when the employee is expected to be working and available each day?

4. How will the employee's working hours be tracked?

5. (Non-Exempt employees only) Is overtime available or required? If so, who is the employee to notify if overtime is necessary? How will the employee be notified if overtime is approved?

D. Work Environment

1. The alternate workplace is located at:

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2. If the alternate workspace is a residence, has a specific area of the residence been determined to be the alternate workplace? If so, what is that area?

3. Can the alternate workplace be isolated (via locked doors or otherwise) from the remainder of the location/residence?

4. What supplies(including furniture), will be necessary for the employee to work? Who owns the supplies?

5. Can the company access the alternate workplace? If so, on what grounds, how frequently, with how much notice?

6. In the event of an injury occurring in the course of employment in the alternate workplace, who is the employee to contact? Will drug testing be required in the event of an injury?

E. Taxing + Zoning

1. Is the employee working in a state where the company already conducts business? Are there any tax consequences for the company or the employee as a result of the remote work arrangement?

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2. Are there any zoning restrictions on the alternate workplace which may be impacted by the employee working there?

F. Insurance

1. Who is responsible for insuring the alternate workplace?

2. Has the company's insurance provider been made aware of the remote working arrangement? Do modifications to the policy need to be made?

G. Childcare

1. Does the employee have children? Are they school-aged?

2. Are alternative childcare arrangements necessary to permit employee to work remotely? If so, have they been made? What are they?

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H. Recordkeeping

1. What records is the employee required to keep regarding job duties or the alternative workplace?

2. Where are they to be kept? How will those be communicated to the company?

I. Leave

1. Does the employee have any medical conditions that require leave (either intermittent or block leave)? What are they?

2. How will the employee notify the company of the need for leave should it arise?

J. Duration

1. How long is the remote work expected to last?

2. How can the arrangement end? How much notice is required?
