

DOC-HR-0005 - Remote Work Policy

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Applicability: All employees and contractors performing work outside a Compass One facility

Source system: Policy repository; approvals recorded in the human resources information system

Fictional document created for the GS Reference Enterprise. Not real policy.

PURPOSE

This policy states who may work remotely, under what conditions, from which locations, and with what equipment. It establishes a single eligibility and approval path so that remote work decisions are consistent across departments.

SCOPE

The policy covers scheduled remote work, hybrid schedules, and temporary remote work during travel. It does not govern medical accommodation, which follows the accommodation process.

- This policy applies to all employees performing scheduled work outside a facility.
- A contractor requires separate remote work authorization from the engaging manager.

DEFINITIONS

- Remote work is any scheduled work performed outside a Compass One facility.
- Hybrid work is a schedule that combines remote days with required office days.
- A designated work location is the address of record approved for remote work.
- Fully remote status is an arrangement with no required office days.
- The probationary period is the first ninety calendar days of employment.

POLICY STATEMENTS

Remote work is a privilege granted against role suitability, performance standing, and location risk. Eligibility does not create entitlement.

ELIGIBILITY

- An employee is eligible for remote work after completing the probationary period.
- An employee may not work remotely during the probationary period.
- Remote work eligibility requires a current rating of meets expectations.
- A role designated as onsite-essential is not eligible for remote work.
- Field service roles are not eligible for fully remote status.

APPROVAL

- Every remote work arrangement requires written manager approval.
- Manager approval must be recorded in the human resources information system.
- A change to a designated work location requires new manager approval.
- Remote work approval is valid for twelve months from the approval date.

HYBRID SCHEDULES

- A hybrid employee must work from a Compass One facility at least two days each week.
- Required office days are determined by the department leader.
- An employee must attend an onsite meeting when given five business days notice.
- A hybrid schedule change requires ten business days notice to the manager.

LOCATION RESTRICTIONS

- Remote work is permitted only from the approved designated work location.
- An employee must work from a location within an approved tax jurisdiction.
- Remote work from outside the United States requires prior approval from Legal.
- International remote work is limited to thirty calendar days each year.
- Work from a country under trade sanction is prohibited.
- An employee must notify HR before relocating the designated work location.

WORKSPACE AND EQUIPMENT

- Compass One provides one laptop for every approved remote employee.
- An ergonomic equipment allowance of five hundred dollars is available every three years.
- The employee must maintain a workspace meeting the ergonomic self-assessment standard.
- Home internet service is not reimbursable.
- A personal furniture purchase requires manager approval before purchase.

HOME NETWORK SECURITY

- The employee must reach Compass One systems through the approved virtual private network.
- A remote workspace must use a private network with a unique password.
- Public wireless networks are prohibited for access to customer data.
- The employee must apply security updates within seven days of release.

TRAVEL WHILE REMOTE

- An employee may work remotely while travelling for fourteen consecutive days.
- Travel beyond fourteen consecutive days requires manager approval.
- An employee working during personal travel must retain the designated work location.

PERFORMANCE EXPECTATIONS

- A remote employee must maintain the core availability hours of the assigned team.
- A response to an internal message is expected within four business hours.
- A remote employee must attend the weekly team meeting.

- Sustained performance below expectations may end a remote work arrangement.

RESPONSIBILITIES

- The HR Director owns this policy.
- The manager approves every remote work arrangement for the assigned team.
- The department leader is accountable for required office days.
- Information Security owns the remote access control requirements.
- The employee is responsible for maintaining the approved workspace.

EXCEPTIONS

- An exception to this policy requires HR Director approval.
- A medical accommodation request is handled through the accommodation process.
- An exception is valid for twelve months after approval.
- Every exception must be recorded in the human resources information system.

RELATED STANDARDS

- Remote access controls are stated in DOC-IT-0002.
- Authentication requirements are stated in DOC-IT-0003.
- Acceptable use requirements are stated in DOC-SEC-0003.
- Information handling requirements are stated in DOC-SEC-0005.