



Remote Employee Policy

Rationale: Occasionally an applicant for a position will ideally meet the Association's needs but the applicant does not live near an Association office nor does the applicant wish to relocate. Other times a valued employee wishes to relocate to an area where the Association does not have an office. In both of these situations, the Association may choose to allow the employee to work full time from a remote location.

Policy:

A remote employee is subject to all of the terms and conditions of the Association's telework policy in addition to the specific requirements of this Remote Employee Policy.

Whether or not an applicant or employee will be considered for selection as a remote employee will be determined in the sole discretion of the CEO. The CEO will weigh the cost to the Association of doing business in a new state (if applicable) and the disadvantages of having the employee work remotely against the benefits that the employee is expected to provide to the Association.

Unlike a teleworking employee whose telework agreement may be rescinded by the Association if the employee's performance begins to suffer, a remote employee is usually not geographically close to an Association office so that a reassignment to an Association office is a feasible solution to declining performance. Therefore, the remote employee understands that there is a greater likelihood that termination of employment will occur if the employee's performance is not satisfactory. For this reason, a remote employee is expected to make a greater effort to reach out for assistance when needed and the remote employee's supervisor is expected to provide greater performance monitoring.

The remote employee will be responsible for obtaining all necessary zoning permits or business licenses required by local governments for the employee to work full time from a home office.

If not already registered there, the Association will register to do business in the state where the remote employee is located. The Association will also handle all required employment and tax registrations and all annual state and local filings.

The remote employee is expected to travel to the Association's main office at least *[number]* times per year with the cost of such travel to be paid by the Association.

The Association may impose additional obligations on the remote employee to ensure that the employee is able to meet the expected performance goals set by the Association.