



100% REMOTE WORK

This option is only available on **rare** occasions for business needs. Employee who works 100% remote is required to attend in-person meetings, trainings or Company functions as determined by their Leadership team.

Employee Eligibility Requirements:

- Employee must receive prior approval from their Manager, Business Segment Leader, and in some circumstances, prior approval also might be required from the Chief Corporate and Strategy Officer.
- Employee must reside in a state the Company is established and within the local commuting area of a Regional Office.
- If an Employee is relocating outside their current residing state, failure to obtain prior approval may result in disciplinary action.
- If an Employee moves outside of the Phoenix metropolitan area, travel expectations and reimbursement guidelines appropriate to job function will be shared at time of approval by Manager.
- Employees must have received at least a “meets expectations” on their most recent performance review and cannot be on any type of performance improvement plan.

Eligibility for 100% remote work may be revoked depending on performance and/or changes to job responsibilities that make remote work impractical.