



CIEE REMOTE WORK POLICY

CIEE is committed to creating work conditions and procedures that allow both our employees and the company to benefit from these arrangements. After the pandemic, most CIEE employees use hybrid work settings permitting working primarily from non-office locations.

While it may seem logical to perform remote work from any part of the world, there are legal limitations, and we must be compliant. The following policy limits work from a country other than your employment/residence location as recorded in ADP. Please note that this policy does not necessarily imply labor/immigration law compliance in all countries for individuals.

CIEE is subject to laws of the country or region in which the work is performed. Due to the complexity and associated liability of tax, employment, and immigration requirements in cross-border employment, CIEE does not permit extended periods of international remote work.

Effective immediately, all remote employees are required to perform their work at the “approved telework locations”. The “approved telework location” is the state and country provided to HR as the employee’s official residence for payroll purposes.

Remote work in locations other than the “approved telework location” is permitted for up to four (4) weeks annually¹, after submitting the request in ADP and awaiting your manager’s review and approval. Any arrangement beyond four (4) weeks annually is considered an “extended period”, will require HR review and approval and can be considered as a change in employment.

Requests for approval of an extended period of remote work in a non-approved location must be made at least 90 days prior to planned departure. Said requests should be submitted to the direct manager and HR via email (humanresources@ciee.org).

Failure to notify HR of a change in country/state of residence or to properly request a cross-border employment arrangement will be considered as a violation of CIEE employment policy and may result in termination of employment.

¹ Pro-rated for new employees

This policy applies to regular employees only – temporary and seasonal employees are not eligible