

Remote Work Agreement

The following constitutes an agreement on the terms and conditions of remote work between:

Organization Name & _____, henceforth referred to as “the employee”.

Term

The Agreement is in effect from _____ to _____. It may be extended beyond this period if agreed to by Organization Name and the employee. If extended, this agreement should be reviewed and modified as necessary.

Policies

The employee agrees to abide by all organization rules and policies.

The employee should be familiar with the following policies and guidelines:

- Remote Work Policy
- Technology & Equipment Policy
- Software Policy
- Public Documents Policy

Requirements

If the employee will be remotely working from a home office, the employee and manager must complete the Home-Office Checklist Form to ensure the home office meets the guidelines of the Remote Work Policy.

In establishing a home office, the employee is responsible for compliance with local zoning regulations or rental agreements.

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Work Location & Hours

The employee's remote work location is: _____

The employee is approved to remotely work:

- Occasionally upon approval of manager – no regular remote work schedule
- On a regular remote working schedule

The employee is scheduled to work remotely the following days:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The employee's core hours on remote work days when they are available to manager and coworkers are:

_____ to _____

Describe any additional or alternative work arrangement:

Specific Job Tasks

If remote work is limited to specific tasks, projects, or types of work describe them here.

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Compensation & Benefits

Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits shall not be affected by the remote work arrangement.

Hourly employees may not work overtime from the remote location without prior written approval from their manager. With such approval, overtime will be paid at the standard overtime rate.

Communication

In order to maintain close communication and standards of professionalism while working from a remote location, the remote employee shall:

- Notify their manager, coworkers, and receptionist of any change in the posted remote schedule
- Be available to manager and coworkers by telephone and email during core hours
- Return calls and emails in a timely manner
- Any required communication with manager – such as daily contact
- Have office calls forwarded to the remote site.
- Answer the telephone professionally during core hours.

The remote employee will agree with their manager on a plan for receiving assignments, returning assignments, and reporting to the manager on remote workdays.

The employee will maintain contact with their work unit and colleagues, including attending meetings on telework days when requested to do so by their manager.

Equipment & Expenses

The employee and manager shall determine the minimum equipment (including furniture) and software necessary for the employee to complete assignments from the remote location in a timely, efficient, and professional manner. In determining which equipment (if any) shall be provided by the organization, the manager may consult other departments within the organization as to appropriateness and availability. Any equipment provided by the organization must be properly inventoried and listed in this agreement, and this agreement must be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any organization property upon request.

The organization will maintain all equipment owned by the organization. The employee will not perform maintenance or repairs on organization-owned equipment without prior approval. The employee is responsible for all maintenance and repairs of employee-owned equipment.

The employee may be allowed to install software (upon approval) on designated equipment. Without approval, the employee must schedule installation with the IT Department.

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Only organization-owned software may be installed in organization-owned equipment. The employee may not install or download any other software without approval.

All software used for remotely working, whether owned by the organization or the employee must be properly licensed by the software manufacturer.

The employee is responsible for ongoing operating costs, such as telephone service fees, Internet fees, utility costs, homeowner's or renter's insurance and furniture or equipment rental fees unless the organization agrees in writing to pay for or reimburse such costs.

The employee should never purchase or rent equipment, services, or supplies on the assumption that the organization will reimburse the cost. Prior manager approval should be obtained.

Equipment	Provided By:		Inventory Number
	Employee	Organization	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
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Information Security

The employee working from an alternate work location will follow all procedures outlined in the organizations data security policy. In addition, remote workers must ensure the following:

- The protection of organization data, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite.
- That approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions.
- Sensitive information in hardcopy form is returned to the office or shredded.
- All work is backed-up according to organization procedures.
- The organization's network is not to be accessed outside of the agreed core hours without approval.
- The employee agrees to follow the organization's guidelines pertaining to the handling of records.

Intellectual Property

Products, records, documents, inventions and discoveries made while teleworking are the property of the Organization. The employee is expected to comply with the Organization's policies regarding inventions and copyrights regardless of the work location or whether work was performed on equipment owned by the organization or the employee.

Safety

The employee confirms that they have a suitable place to work at the alternate work location and that to the best of their knowledge the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment.

The alternate work location is considered an official organization worksite for purposes of worker's compensation. The employee must report any injury to their manager immediately. Worker's compensation does not cover accidents to family members or other third parties at the remote work site.

Limitations

Remote workers must observe the following limitations when working from the remote work site:

- Employees cannot meet with clients at the remote work site
- Employees cannot operate a business or work for another employer during work hours.
- Employees cannot use organization equipment for personal use.
- Employees cannot allow others to use organization equipment or access the organization network.
- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions approved by the manager.

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Termination

The agreement is not a guarantee of employment, and can be terminated at any time by either Organization or employee. A remote work arrangement may never be allowed to continue uninterrupted if it is detrimental to work quality, client service, the work unit, or the organization. In such situations the manager will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the manager has a responsibility to terminate the agreement.

The Organization will not be held responsible for costs, damages or losses to the employee resulting from termination of the agreement.

Agreement

This Agreement may be amended at any time by Organization. A copy of this agreement and any addendums or amendments will be provided to the employee and placed in the employee's personnel file.

EMPLOYEE: By signing, the employee states they have read, understood, and agree to the terms and conditions of this agreement:

Employee Signature

Date

MANAGER: By signing this statement, the manager agrees to work with the employee to implement remote work assignment as described in this policy and agreement.

Manager Signature

Date

(Other Signatories as necessary: e.g. HR Director, Department Director, and/or CEO)

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