

# REMOTE WORK POLICY & AGREEMENT

Revised 5/2020

Employee Name (please print):

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MI

Department: \_\_\_\_\_

Manager Name (please print):

\_\_\_\_\_

Agreement Dates:

\_\_\_\_\_  
BEGIN DATE

\_\_\_\_\_  
END DATE (if not 'open')

These conditions for remote work are agreed upon by the employee, manager, and department leader.  
The employee will work at:

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

The employee's designated remote work location (i.e., home office, section of living room, etc., ) will include the following:

1. The employee's remote work schedule will be:

Remote Workdays: \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ \*ALL WEEKS DAYS\*

Remote Work Time: Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Breaks: \_\_\_\_\_

Total Remote Working Hours per Day: \_\_\_\_\_

2. The employee shall be reachable by telephone during agreed upon hours.

3. The employee agrees to follow established company and department procedures for requesting and obtaining approval of paid time off.

4. The employer/employee will furnish necessary computer equipment and software to participate in the remote work program.
5. The employee will furnish and pay for high speed internet access to participate in this program.
6. The employee agrees to allow the employer to inspect the off-site premises upon notice during business hours.
7. All computers/laptops taken from the workplace to be used in working remotely must be taken directly home. No stops of any kind are permitted while leaving the computer/laptop unattended, e.g. in the car while in the grocery store. This applies to returning the computers/laptops to the workplace as well.
8. Employee understands that all terms and conditions of \_\_\_\_\_(Company) \_\_\_\_\_ Employee Manual remains in full force and affect; including at employee's remote worksite.
9. Additional conditions agreed upon by the employee and manager:

This agreement is subject to the terms and conditions stated in \_\_\_\_ (Company) \_\_\_\_\_ 'Remote Work Policy', a copy of which is attached.

**I have read and understand both \_\_ (Company) \_\_\_\_\_ Remote Work Policy and this agreement, I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the sole purpose of this agreement is to regulate working remotely. I understand that this agreement may be terminated at any time with advanced written notice by either myself or \_\_\_\_\_ (Company) \_\_\_\_\_.**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MANAGER SIGNATURE**

\_\_\_\_\_  
**DATE**