

Remote Work Agreement

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

The "Company Name" and _____, ("employee.").
Employee and "Company" agree to all terms herein. All terms of "Company" policy #
"Remote work" are hereby incorporated into this Agreement by reference.

I. Policy:

Please refer to "Company" policy # **"Remote Work"**. Employees agrees to comply with **all**
"Company" rules and policies, including, but not limited to, those listed in the "Company"
Employee Handbook and those incorporated in this agreement.

II. Alternative Worksite

1. Safety—Employees are expected to follow the same safety rules as are in place for "Company's" headquarters office. Remote working employees are covered by "Company's" worker's compensation insurance for work related injuries that occur at the alternative worksite while performing "Company" work activities. Employee should follow "Company" policy for reporting any injuries that occur while working remotely. The employee agrees to maintain a safe and ergonomically sound work environment. The employee further agrees to independently make workstation safety changes as needed.
2. "Company" is not liable for injuries sustained by those who are not "Company" employees in an alternative worksite. Employees are prohibited from using their alternative worksite as a "Company" meeting venue. Violations of these policies will result in employee's remote work privileges being terminated.
3. "Company" will not pay for costs associated with initial setup or maintenance of your alternate workspace.
4. Technology/Equipment – Employees must use company issued laptops while remote working. Before purchasing any items for use with "Company" equipment, employee must have such items approved by the "Company" Network Administrator. Employee agrees to provide a secure location for "Company"-owned equipment and will not use, or allow others to use, such equipment for purposes other than "Company" business. "Company" is responsible for maintaining, repairing, and replacing "Company"-owned equipment issued to employees. In the event of equipment malfunction, the employee must notify his/her supervisor immediately. If repairs will take some time, "Company" will find alternative means to continue the employee's work.

III. Terms of Agreement

- 1. Remote work is a voluntary agreement between the supervisor and the employee. This agreement begins on _____ and continues until discontinued by "Company" or the employee.
- 2. Employee will work from the following alternative worksite(s) address(s).

- 3. Employee agrees to be available and working on behalf of "Company" during his or her core work hours as determined by the supervisor. Employee will respond to all business communication in a prompt manner as established by "Company".
- 4. Employee are responsible for any tax and insurance consequences for conforming to any local zoning regulations.

- 5. Employee agrees to the following additional specific expectations:
*Note agreement items related to this position/employee, for example:
Frequency and method of communication with supervisor/peers, schedules hours of work and/or availability, attendance at "Company" and department meetings, number of days in office, documentation of site visits provided to supervisor, etc.*

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

V. Amendment or Termination of Agreement

This agreement is not a guarantee or contract for employment and shall not be construed as such. This agreement can be terminated or modified at any time by "Company" or the employee. If the remote work agreement is terminated then employee must resume a regular work schedule at "Company" headquarters. "Company" will not be liable for any costs, damages or losses resulting from termination of the remote work agreement in general or for termination of this agreement as applied to employee.

A copy of this agreement will be provided to the employee and placed in the employee's personnel file.

I have read the "Company" Remote Worker Policy and the terms of this Agreement and I hereby agree to be bound by their terms.

Employee Name: _____

Employee Signature: _____

Supervisor Signature: _____

HR Representative Signature: _____

Date: _____

Sample